Department of Veterans Affairs
Veterans Health Information Systems and Technology Architecture

VOLUNTEER MANAGEMENT

USER MANUAL

Version 4.0
through Patch ABSV*4*21
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Preface

This manual is designed to provide users of the Volunteer Management package with the information necessary to use their local Veterans Health Information Systems and Technology Architecture (VISTA) computer system to record volunteer data and maintain related information. The Volunteer Management package automates many procedures that were previously done manually.

Functional modules of the Volunteer Management package include:

Daily Timekeeping Menu

Allows the user to keep track of volunteer hours worked. Records which organization and service the volunteer represents. Allows the user to make corrections and deletions. Displays activities of an individual volunteer over a specified period of time. Allows for batch deletions of old data transmitted. Allows for the tracking of Occasional Volunteer hours worked.

Master File Maintenance Menu

Allows registration of new volunteers into the master file, and reactivation of terminated volunteers. This menu has the ability to inquire into a volunteer's master file data, add/edit new combination codes or delete old ones, edit volunteer names, edit hours, years, and award information in the Austin AC, mark or unmark a master record for transmission to the Austin AC and print address labels. It also allows you to update sex codes in your local system.

Time Card Maintenance Menu

Used *after* the roll up has run and compiled all volunteer hours worked. Allows the user to edit time cards, make additions or deletions, backdate time cards, merge two separate time cards into one, and add award codes to time cards. This module will also allow you to suspend and release transmission of selected time cards.

Transmission Menu

Explains how to transmit volunteer time cards to the Austin Automation Center in Texas. Allows the user to roll up daily record hours and create time cards for every volunteer. Contains options to transmit all data, including 06, 07, and Master file additions and changes to the Austin AC. Allows rejected time cards to be marked for retransmission either individually or an entire month of cards at one time.

Auto Log-in Management Menu

This option allows volunteers to register themselves for duty by using a simple computer sign-on code or bar-coding. It transfers daily timekeeping entries to a permanent file and starts-up and cancels the volunteer automatic log-in program.

Reports Menu

Prints out various reports detailing volunteer hours credited to each organization, hours worked per volunteer by service, an award verification list, plus many useful summary reports. The menu also provides an assortment of reports for occasional hours.

User Utility File Maintenance Menu

Gives the user the ability to edit the Site Parameters file. Allows addition and deletion of award codes, organization codes, scheduled workday codes, and service assignment codes, and label configuration entries.

Meal List Management Menu

This menu manages the volunteer meal program. It generates the canteen meal form or meal ticket, allows for adding and deleting volunteers from the meal list, and prints/displays a list of all volunteers signed in for lunch on the day requested. It also allows you to purge old meal lists.

National Veterans Game Stations

This menu provides a series of reports dealing with National Veterans Games. It also gives instructions for setting up the site parameters and entering data. It provides listings of organization codes and service assignment codes for National Games.

If you are not familiar with using VISTA, please read the section titled Data Entry Conventions on page 7 of this manual. It will give you many helpful tips on how to make the best use of your computer.

We give special thanks to the Washington Information Resources Management Field Office for their assistance in the development of this software.

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Introduction

If you eliminate the middle man and make a profit, that's good business. If you consider saving time the same as making a profit, then the Volunteer Management package is going to benefit you. Using this program will allow you to track volunteer time and report it to the Austin AC simply and quickly.

Package Functional Description

What the Volunteer Management package does is speed up the process of entering volunteer time into the computer. Here's how it works:

Volunteer hours are recorded by the volunteer directly into the computer or by staff directly from the time sheet. The software allows you to post, edit, view, delete, and otherwise manipulate any volunteer data entered for any given date. You can also produce statistical reports detailing volunteer activities for a given time period or provide lists of any data stored in the Master file. The computer will tell you how many hours a volunteer has worked for a particular service, which organizations have the most hours accumulated, and where your volunteer resources have been assigned. The Volunteer Management package allows you to transmit all your data to the financial center in Austin, Texas via the computer. It will tell you if your data has been accepted or rejected and let you make the necessary corrections. You can hold or suspend any data you do not want transmitted. Volunteer information is kept in a master file that you can edit to add new volunteers as they come on board. You also have options that let you edit and/or assign new combination codes for volunteers. New time cards can be created, edited, or merged as needed.

The Volunteer Management package can also do the following for you:

1. Reduce the staff's time spent posting hours and combination codes.
2. Automatically generate meal lists or meal tickets for use in the Canteen.
3. Provide printouts of volunteer data at the beginning of the month.

Your Volunteers can simply walk up to a CRT and sign themselves in. They will have their own unique and personal log-in Codes based upon a simple formula (first initial of their last name + last four SSN digits: If Hattie Smith's SSN number is 455-45-9009 her log-in code would be S9009. If the volunteer has more than one assignment, he/she will select the day's assignment and enter the number of working hours for that day. All of this data is recorded by the computer. Volunteers can also tell the computer if they intend to eat lunch and, when authorized, the computer will print a meal list for the day or provide an individual meal ticket for the volunteer.

So What's In It For Me?

The advantages of this system are readily apparent:

1. Saves time spent compiling time information and posting hours.
2. Eliminates errors.
3. Lightens workload.
4. System produces a variety of reports on the spot.
5. Data is transmitted instantly via the computer directly to the Austin AC.

And if you decide to implement the Automatic Log-in option:

6. Allows volunteers to log themselves into the system and automatically keeps track of their hours worked.
7. Generates a meal listing for Canteen Service or an individual volunteer meal ticket.

Related Documentation

VA FileMan User Manual	Since much of the Volunteer Management package is based upon VA FileMan, we recommend you read Chapter 2. This chapter deals with how to answer standard computer prompts. This manual will also tell you how to print out data dictionaries through FileMan should you wish to examine any of the file structures.
User's Guide to Computing	This booklet is part of the Integrated Fund Distribution Control Point Activity Accounting and Procurement (IFCAP) documentation and should be readily available from your IRM department if your site is running IFCAP. It contains a very informative overview of VISTA computing including how to interact with a computer system.
Volunteer Management Technical Manual	Although geared more toward IRM and your Site Manager, this manual details menus, file structures, package security, and explains how to install the program on your computer system.

How To Use This Manual

Step 1 - Read all of the introductory section. It provides an overview of the major components of the system and what they can do for Voluntary Service. This will help you to decide if the package is useful for your site.

Step 2 - If this is your first exposure to using the VA VISTA System, read the section titled Data Entry Conventions and On-Line Documentation of this manual.

Step 3 - Once a decision has been made to install the package, read the Implementation Guide for Voluntary ADP Coordinator section. This provides detailed instructions on how to coordinate activities with your friendly local IRM folks so that the program can be installed at your site.

Implementation Guide For ADP Coordinator

First things first. Before using the Volunteer Management Software, your friendly neighborhood site manager will have to install the program on the computer system. This segment explains what your IRM staff will be doing for you and what you can do to assist them.

Voluntary ADP Coordinators Should:

1. Make sure your IRM staff has copies of:
    a. The Volunteer Management User Manual.
    b. The Volunteer Management Technical Manual.
    c. The Volunteer Management Release Notes.
    d. The Volunteer Management Installation Guide.
    e. The Volunteer Management Security Guide.

2. Tell the Site Manager which menus to assign your personnel. See Attachment E for the complete menu structure.

3. Assist in setting up the initial Site Parameters file explained below.

4. Carefully review the lists for organization codes and service assignment codes. These can be reviewed by using the Utility File Maintenance Menu. Be sure that all codes are compatible to your station (Example: 900 codes for organizations or 800 codes for local service assignments. *Do not* delete codes that your station does not use.

5. Submit a request for an additional CRT(s) if you will be setting up the Automatic Volunteer Log-in section of this program.

What Your Site Manager Will Do:

1. Decide where to locate the package, considering the available disk space.

2. Do a complete system backup before installing the software.

3. Make sure your system is running version 17.3 of FileMan or higher.

4. Load the ABSV routines into your Test or Production account.

5. Follow the installation guide exactly!

6. Delete ABSVI init routines from your system.

7. Assign appropriate menus such as the following:
ABSV TIMEKEEPING MASTER to Chief Voluntary Service and appropriate staff.
ABSV VOLUNTEER to any designated volunteers.

8. Assign the ABSV MGR. key to the Chief of Voluntary Service.

9. Site Parameters (See User Utility File Maintenance Menu). Enter the first authorized user for each station. This person will then enter the other users and the appropriate meal ticket price, site name, and required hours for lunch, etc., in the Voluntary Service Site Parameters file. This information is usually site specific and determined by Voluntary Service.

10. Set up two public mailgroups, one called NST amd the other called VVR. Both should be set-up using the following specifications so that group members can send data, and receive confirmation messages and reports from the Austin AC. Setting up a mailgroup is described below:

```
NAME: NST
Select Member: SMITH, NANCY  Add ALL Voluntary Personnel who will receive messages
DESCRIPTION:    This Mail Group is used to record recipients of outgoing mail
traffic of Voluntary Service Time Cards and incoming confirmation messages.
TYPE: PUBLIC
ORGANIZER:
Select AUTHORIZED SENDER: <RET>   NO AUTHORIZED SENDERS, LEAVE IT BLANK
ALLOW SELF ENROLLMENT?:  NO
```

11. Make an entry in the DOMAIN file with the following attributes :

```
   NAME: Q-NST.VA.GOV
   FLAGS:   SP
   RELAY DOMAIN:  FOC-AUSTIN.VA.GOV
```

12. If you intend to implement the Automatic Log-in section of this program, you will need to locate CRTs in secure areas that are easily accessible to volunteers. The CRTs must be set up as a tied terminal which means it will be dedicated to the Voluntary program and will simply display text driven by the log-in program. If your station is running VAX or 486's, your device must be defined as a Host Initiated Connect Device in the system's Device files.

Special Note For Single Division Facilities

If you are a single site station, a station with only one station number, you should be aware that the examples in this manual will not always be exactly what you see on the computer screen. This software is designed to work with single and multiple division stations. Therefore, the computer will only ask your station number at the beginning of different options if you are a multiple division facility and have access to more than one of the divisions.

The computer program recognizes your facility as a multiple division based on the settings in your Site Parameter file. If you show more than one division in the file, and you are listed as an authorized user of more than one of these stations, the program will ask for your station number at the beginning of all options.

Data Entry Conventions & On-Line Documentation

Since the Volunteer Management package uses VA FileMan, you will find that there are some standard ways of getting things done. What we have provided below is a partial list of VA FileMan data entry techniques. You will find out how to delete entries, move around quickly within menus, ask the computer for help, etc. For further information consult the VA FileMan User Manual available from your friendly local IRM Site Manager.

On-Line Help Messages

Entering a single question mark (?) after a prompt will cause the computer to display instructions or a list of choices for responding to that prompt. This can be done at the menu level or at the field level within an option.

```
     EX:    SITE NAME: ALTOONA VAMC //  ?

     ANSWER WITH INSTITUTION NAME OR STATION NUMBER,
     DO YOU WANT THE ENTIRE 315 ENTRY INSTITUTION LIST?  NO
     SITE NAME: ALTOONA VAMC // <RET>
```

Two question marks (??) will provide more detailed instructions to be displayed on the screen or a complete list of choices.

```
     EX:   SITE NAME: ALTOONA VAMC //  ??

     CHOOSE FROM:
     ALBANY, NY
     ALBUQUERQUE, NM
     .... etc.
```

Entering three question marks (???) at the menu level causes detailed descriptions of what the menu options do to be displayed on the screen.

```
     EX:   Select Volunteer Management Package Option:  ???

     "DAILY TIMEKEEPING MENU"
This menu contains the options necessary to enter and edit the Daily Records.

     "MASTER FILE MAINTENANCE"
This option allows the user to add or edit volunteer information contained in
the master file.

     ........etc.
```

Data Entry Conventions

Symbol/prompt	Meaning
@	Allows you to delete entries.
^	Moves you back a level in the menu or can be used to escape from a particular record being edited. In some cases, such as posting hours, this will also delete the entry.
<RET>	Means press the return key. This key enters data into the computer.
Replace/With	This is a way of editing data displayed on the screen. An example is provided below:

```
1>  Mary hadd a little lamb.  Its fleece as white
2>  as snow.  And everywhere that Mary went, the lamb

EDIT OPTION: Edit Line: 1
1> Mary hadd a little lamb.  Its fleece as white
REPLACE  hadd   WITH  had   REPLACE <RET>
```

The system now returns the corrected text.

Note: If you want to delete an entire line, just enter 3 periods at the replace prompt. This will remove everything from that line and then allow you to replace it in one easy step.

DATE/TIME ENTRY	There are various ways of entering dates and times into the computer system. Some of the varieties are listed below

NOW	Enters current date and time.
T	Enters today's date
T+1	Enters tomorrow's date
T-1	Enters yesterday's date
112593	November 25, 1993
11/25/93	" " " "
NOV 25, 1993	" " " "
25 NOV 93	" " " "
T@3:30	Today's date at 3:30 PM
11/25/93@3:30PM	Date is 11/25/93 at 3:30 PM

DEVICE   The DEVICE prompt is asking you what printer to use. You can
                          either enter a device number or press the return key to accept the
                          default which would cause the data to be printed on your CRT
                          screen.

REQUEST QUEUED   Reports can be queued to print out at specific times. Here's how
                          it's done

```
DEVICE: //  Q      QUEUE TO PRINT ON DEVICE: //  VOL1B

REQUESTED TIME TO PRINT: NOW//  <RET>

REQUEST QUEUED!
```

SPACE BAR/ RETURN   You can call up the last entry you worked with by entering a space
                     and then pressing the Return key at any prompt

Daily Timekeeping Menu

This menu is designed to allow you to enter volunteer hours in the system for those volunteers not using the Auto Log-in. This includes regularly scheduled and occasional volunteers.

The main options included in this menu are listed below. Each of these options, except the Edit Daily Timekeeping Activity option, contain submenus. To the left is the shortcut synonym you can enter to select the option:

    P   Post Volunteer Hours Menu
          S   Single Day Postings
          M   Multiple Postings for One Volunteer
    E   Edit Daily Timekeeping Activity
    R   Remove Single Daily Time Activity Record
    V   View Daily Entries
    D   Delete All Daily Entries Thru One Month
    O   Occasional Volunteer Timekeeping Master Menu
          PO   Post Occasional Volunteer Time Sheet Entry
          E   Edit Occasional Volunteer Time Sheet Entry
          D   Delete A Single Time Sheet Entry
          PU   Purge Occasional Time Sheet Entries

Post Volunteer Hours Menu

This menu is used when the automatic log-in program is not being used or for volunteers that do not sign themselves in on the computer. It keeps track of how many hours a volunteer has worked on any given day. It also records what organization the volunteer represents and which service he is working for at the medical center. The Post Volunteer Hours Menu options are:

> Single Day Postings
> Multiple Postings for One Volunteer

Note: The Austin AC will not accept any time card with more than 26 entries on it. If a volunteer works more than 26 times per month, we suggest you create a second time card with a slightly different combination to put the extra time on.

There are two ways you can post hours for a volunteer. The first one allows you to post hours for numerous volunteers for one day. The second option allows you to post up to an entire month of time for one volunteer. Let's look at the Single Day Postings Option first.

This option allows you to post hours for multiple volunteers for one day. It goes like this:

A time sheet provided by Voluntary Service is often used when entering the data for this option. An example of a time sheet is provided below:

<u>TIME SHEET</u>

NAME	DATE	ORGAN	SERVICE	TIME IN	TIME OUT
SMITH,HATTIE	1018-93	RSVP	CHAPLAIN	8AM	3PM
JONES,DON	10-18-93	DAV	PHARMACY	9AM	2PM

As you can see, it contains information about how a volunteer spent his day. It has the volunteer's name, who he worked for, how long, etc. The computer is going to ask you for the answers to these questions.

If you make a mistake and enter time for the wrong combination or the wrong volunteer you can easily delete that entry. Simply re-enter the same volunteer and combination. This will bring the original entry to your screen. At the number of hours worked prompt, do an up arrow (^). This will delete the entry from the program.

If you use the (^) to exit from posting a daily record, that record **_will be deleted in all cases_**.

Example 1: Single Day Postings

```
Select Volunteer Management Activity Option:  Daily Timekeeping
```

```
Select Daily Timekeeping Menu Option:  Post Volunteer Hours
Select Post Volunteer Hours Menu Option: Single Day Postings

Select STATION NUMBER ('^' TO EXIT):    503   ALTOONA VAMC...
Select Posting DATE: 2/2/93
For Station 503,
Select Volunteer:   SMITH,JEREMY

Valid Combinations for SMITH, JEREMY at station 503 are:

1. 002H135     AMERICAN LEGION               VOLUNTARY SERVICE

2. 017Q011C    DISABLED AMERICAN VETERANS    RECREATION

Select combination number:  1
NUMBER OF HOURS WORKED:  2     <Daily Record Completed.>

For FEB 2,1993:
For Station 503,
Select Next Volunteer:  COX,MARTHA

Valid Combinations for COX,MARTHA at Station 503 are:

1. 003H135   AMERICAN LEGION AUX.           VOLUNTARY SERVICE

2. 003I011C AMERICAN LEGION AUX.       RECREATION SECTION

Select Combination Number: 1
NUMBER OF HOURS WORKED:  5      <Daily Record Completed>
```

The above transactions have recorded that Jeremy Smith and Martha Cox worked as volunteers on February 2, 1993. If the volunteer has only one assignment you will see the following:

```
Select Volunteer: BROWN,BONNIE

Valid Combinations for BROWN,BONNIE at Station 503 are:

1. 078O119  UNAFFILIATED VOLUNTEER    PHARMACY SERVICE

Number 1 automatically selected.

NUMBER OF HOURS WORKED:  4  <Daily Record Completed.
```

Example 2: Multiple Postings for One Volunteer

If your station still uses some type of time card for recording hours, you would probably want to use the Multiple Postings for One Volunteer option. Here's how it works:

```
Select Volunteer Management Activity Option:  Daily Timekeeping
Select Daily Timekeeping Menu Option:  Post Volunteer Hours
Select Post Volunteer Hours Menu Option: Multiple Postings for One
```

Daily Timekeeping Menu

```
Select STATION NUMBER ('^' TO EXIT):   ALTOONA VAMC    ALTOONA VAMC...

Select Posting MONTH and YEAR:   0293    (FEB 1993)
Select Volunteer: SMITH,HATTIE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135   AMERICAN LEGION AUX.            VOLUNTARY SERVICE

    Number 1 automatically selected.

For SMITH,HATTIE and Combination 003H135
Select DAY NUMBER:   2     (FEB 02, 1993)
```
Select the first day of the month   the volunteer worked.)
```
NUMBER OF HOURS WORKED:   6     <Daily Record Completed.>

For SMITH,HATTIE and Combination 003H135
Select DAY NUMBER:   5     (FEB 05, 1993)
NUMBER OF HOURS WORKED:   6     <Daily Record Completed.>
```

When you have completed entering all time for this volunteer, it will allow   you to enter another volunteer for the same month as illustrated below.)

```
For SMITH,HATTIE and Combination 003H135
Select DAY NUMBER:   <RET>

For FEB 1993:
Select Next Volunteer:   <RET>
```

What Could Possibly Go Wrong?
Invalid Combinations

There are several situations where the computer might not accept the data you are entering. Fortunately it will tell you by responding with ?? or displaying an error message.

INVALID COMBINATION is an error message that occurs when the computer does not find a matching Organization Code or Service/Assignment Code for that volunteer in the master file. Let me explain what this means.

Your Voluntary Service Chief has preassigned three codes to every volunteer assignment; one for the organization with which the volunteer is affiliated, another representing the volunteer's work schedule, and a third designating which service the volunteer works for.

ORGANIZATION CODES   DAY CODES   SERVICE CODES

Disabled Amer. Vets = 017   Q=ROTATING   Chaplain = 108
Knights of Columbus = 156 H=MW   Dietetics = 120

So what happens when you combine these three codes into one? Of course! You get a COMBINATION CODE.

ORGANIZATION CODE + DAY CODE + SERVICE CODE = COMBINATION CODE

Every volunteer has their own combination code and maybe more than one. In fact, a volunteer is allowed to have as many as six different combinations at each station! If Hattie Smith is a volunteer representing Disabled American Veterans and she works every day for the Chaplain her combination code would look something like this:

HATTIE SMITH.............0175108

Organization   Day(s) Service

If the combination code you want to use does not show on the screen, you will need to edit the combination code through the Master File Maintenance Menu. This will allow you to enter or correct the combination code(s) for that volunteer.

Edit Daily Timekeeping Activity

Let's say a clerk has mistakenly posted the wrong hours worked for a number of volunteers. A fast way to change volunteer hours worked for a given date is to use the Edit Daily Timekeeping Activity. Of course, you could change the number of hours worked by using the Post Volunteer Hours option. But that would mean going through the entire file entry. If you have 20 or 30 time corrections to make it could be a very tedious procedure. Use the Edit Daily Timekeeping Activity to make fast corrections on the number of hours worked field.

Suppose on 10-21-93 volunteer Hattie Smith really only worked 4 hours instead of 6. Here is a sample of the dialogue used to change that entry:

Note: This option can only be used before the Roll Up at the end of the month.

```
Select Volunteer Management Activity Option:  Daily Timekeeping
Select Daily Timekeeping Menu Option: Edit Daily Timekeeping

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...
Select VOLUNTEER:  SMITH,HATTIE

      1  10-17-93
      2  10-19-93
      3  10-21-93

      CHOOSE 1-3:  3

NUMBER OF HOURS WORKED: 6// 4

For Station 503,
Select VOLUNTEER: <RET>
```

Remove Single Daily Time Activity Record

There might arise a situation where an erroneous time entry would have to be deleted from the file. You can use this option to do just that. It will erase bad entries as if they never existed. Let's say volunteer Hattie Smith is posted as having worked 6 hours for the Chaplain on Sept. 1, 1993. In reality, she was overseas visiting her sick grandmother on that date and nowhere near the medical center. At this point, it doesn't matter how the bad entry got in the file, let's just get rid of it! Here's how:

Note: *You should never delete entries already transmitted!*

```
Select Volunteer Management Activity Option: Daily Timekeeping Menu
Select Daily Timekeeping Menu Option: Remove Single Daily Time Activity Record

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select DATE WORKED: 9/1/93

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE

I am going to delete this entry.
Are you sure you want to do this? NO//  YES
ARE YOU SURE? YES//  Y   (YES)
   ...Sorry, This may take a few moments...

For Station 503,
Select Next Volunteer: <RET>

Select Daily Timekeeping Menu Option: <RET>
```

Notice that the computer asks you twice ARE YOU SURE you want to delete this entry? This is to safeguard against happy fingers that might slip a few keystrokes ahead of the mental processes and delete a good entry by mistake. Once an entry is deleted, it's gone. Make absolutely sure the data you want to remove from the file is in error.

View Daily Entries

Suppose that you wanted to trace the activities of a certain volunteer over a period of time? That ability is available to you under the View Daily Entries option. It produces a printed report that shows you who has been where for how long on any given day. This report is particularly valuable in that it will also calculate the Total Number of Hours Worked for a given time frame.

Note: The only hours shown through the View Daily Entries are hours that have been posted either through the Post Volunteer Hours option or the Auto Log-in option. Any hours added after the Roll Up through editing or creating a time card will not show.

You may get the message "Volunteer has been terminated" using the View Daily Entries option. This occurs when you enter a volunteer who has been deactivated from the Volunteer Master file.

Let's say we want to review the activities of volunteer Hattie Smith for the month of September:

```
Select Volunteer Management Activity Option: Daily Timekeeping
Select Daily Timekeeping Menu Option: View Daily Entries

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER NAME:  SMITH,HATTIE
Select Beginning Date: 9/1/93     (SEP 01, 1993)
Select Ending Date:  9/30/93     (SEP 30, 1993)
DEVICE: <RET>

VOLUNTEER DAILY REVIEW LISTING          OCT 10,1993 08:17 PAGE 1
                              HOURS
COMBINATION   DATE WORKED       WORKED
_____

         NAME:  SMITH,HATTIE
003H135       SEP 19, 1993        7
112Z108       SEP 23, 1993        5
003H135       SEP 24, 1993        8
112Z108       SEP 28, 1993        3

TOTAL                            23
```

Delete All Daily Entries Thru One Month

Even after data for a particular month has been transmitted to the Austin AC, it still remains inside the computer unless deleted. Daily entries that are several months old may well be considered obsolete by Voluntary Service and should be deleted to free up computer memory (you will have your hard copy of data from the Austin AC on file indefinitely in any case). This option, Delete All Daily Entries Thru One Month, allows you to get rid of these unnecessary entries.

Remember: When you delete these entries, you will no longer be able to view them under the View Daily Entries option.

```
Select Volunteer Management Activity Option:  Daily Timekeeping
Select Daily Timekeeping Menu Option: Delete All Daily Entries THRU One Month

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

This option will delete ALL entries in the Daily Entry file up to the month
specified.  Do you wish to continue? YES//  <RET>  (YES)

Select Month/Year to end purge: DEC 1993   (DEC 1993)
ARE YOU SURE YOU WANT TO DELETE ALL ENTRIES TO DEC 1993? NO//  YES
DEVICE:  <RET>
Beginning Deletion on APRIL 14, 1989@12:05..................................
FINISHED DELETION PASS TO DEC 1993, 4930 ENTRIES DELETED.
Deletion completed on April 14, 1989@12:14
```

Occasional Volunteer Timekeeping Master Menu

This menu keeps track of how many hours an organization will be credited for the services of Occasional Volunteers. Notice that the individual names are not recorded anywhere. They are simply assigned a number. The user is able to post hours, edit these entries, delete entries, and purge old entries through this menu.

The options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    PO   Post Occasional Volunteer Time Sheet Entry
    E   Edit Occasional Volunteer Time Sheet Entry
    D   Delete A Single Time Sheet Entry
    PU   Purge Occasional Time Sheet Entries

Introducing Occasional Volunteers (07 Time Cards)

Let's suppose the American Legion plans to distribute small Christmas gifts to veterans throughout the hospital. Several American Legion members who are not registered volunteers show up and do a great deal of work making the activity a big success. The American Legion should be credited with their time since these workers are acting as occasional volunteers.

An occasional volunteer is a volunteer who is not a registered volunteer but shows up at a function to do work on a one time basis. They are intermittent volunteers who may or may not be present for an activity. Their names are not recorded in Voluntary records, but their time is!

Occasional Volunteers have their time credited to the organization they represent. This time is kept separate from the regular time cards (06) but is posted and tracked much the same way. Occasional Volunteers have their own time cards (07) and they are transmitted to the Austin AC separately.

The key to remember is that although the organization is credited for any time worked, the individual is not.

Post Occasional Volunteer Time Sheet Entry

Let's suppose that the American Legion is doing a distribution of poinsettias for Christmas. The representative has asked five legionnaires to assist with the distribution. However, three of these legionnaires are not regularly scheduled volunteers. Here's how you would post their time on the computer:

CAUTION: Never post Occasional Hours for a month before you transmit the occasional hours for the previous month.

```
Select Volunteer Management Activity Option:  Daily Timekeeping
Select Daily Timekeeping Menu Option:  Occasional Volunteer Timekeeping Master
Select Occasional Volunteer Timekeeping Master Menu Option: Post Occasional
Volunteer Time Sheet Entry

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
ID NUMBER  50// <RET>
NAME OR ORGANIZATION NAME:  AMERICAN LEGION
ORGANIZATION CODE:  002       AMERICAN LEGION     AL
SERVICE ASSIGNMENT:  011C     RECREATION SECTION
NUMBER IN GROUP:     3
```
These are the number of Occasional Volunteers who worked on that project..

```
TOTAL HOURS:  16
```
Hours worked by Occasional Volunteers
```
DATE: TODAY// 12/12/93

Add another Occasional Time Sheet Entry?  YES//  NO
```

Note: The volunteer or organization name you put on the name line does not affect the organization code line. You can put a person's name in the name line and still put an organization's code in the code line.

Edit Occasional Volunteer Time Sheet Entry

There are no names to keep track of when you're posting Occasional Volunteer data but that doesn't mean you can't make a mistake. The right organizations have to be credited with the proper amount of time worked on a given date. Let's say you have already entered a transaction crediting the American Legion with 12 hours service on 10-15-93 and it's wrong. You can correct this entry using the EDIT OCCASIONAL VOLUNTEER TIME SHEET ENTRY option. A sample dialogue is provided below:

```
Select Volunteer Management Activity Option:  Daily Timekeeping Menu
Select Daily Timekeeping Menu Option:  Occasional Volunteer Timekeeping Master
Select Occasional Volunteer Timekeeping Master Menu Option:  Edit
Edit Occasional Volunteer Time Sheet Entry

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select TIME SHEET:  50      American Legion  002    10-15-93
This will mark this Time Sheet entry 'READY FOR TRANSMISSION'
Do you want to continue?  YES//    Y
ID NUMBER:  50  <RET>
NAME OR ORGANIZATION NAME: American Legion// <RET>
ORGANIZATION CODE: 002// <RET>
SERVICE ASSIGNMENT: 011C// <RET>
NUMBER IN GROUP: 3// <RET>
TOTAL HOURS: 12// 15
DATE: 10/15/93 //    <RET>
Edit Another Occasional Time Sheet Entry? NO//  <RET>
```

Delete A Single Time Sheet Entry

At times you may make an error in posting time sheet entries. So computer systems have to provide ways to correct data entry errors. Let's say an incorrect entry was posted to the OCCASIONAL VOLUNTEERS TIME SHEET file. The entry says that three occasional volunteers representing the DAV worked for Recreation Therapy Service on Sep 22, 1989 but it's totally wrong. Instead of editing the entire record, this option allows you to just delete the entire record and start over if necessary. Here's how it works.

Example:

```
Select Volunteer Management Activity Option:  Daily Timekeeping Menu
Select Daily Timekeeping Menu Option:  Occasional Volunteer Timekeeping
Select Occasional Volunteer Timekeeping Master Menu Option:  Delete a Single
Time Sheet Entry

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
```
Select TIME SHEET ENTRY: **101**   DAV   017   03-14-92 Enter your reference #.Every Occasional Time Sheet entry posted gets a reference # which is assigned by the computer program when you originally enter the data.

```
Are you sure you want to delete this entry? NO//   YES
ARE YOU SURE?  YES// <RET>  (YES)
        Hmmm... Let me put you on 'Hold' for a second...
      <Time sheet has been deleted>

For Station 503,
Select TIME SHEET ENTRY: <RET>
```

Purge Occasional Time Sheet Entries

After a suitable period of time has passed, there is really no reason to keep the old Occasional Time Sheet records on the computer system. Each site will determine for itself what this time period should be, we recommend three months worth In order to clean up space on the disk and reduce the size of your file for faster access, run the Purge Occasional Time Sheet Entries option to delete these records from the computer system. If you need more convincing; consider that when you do your transmission, a pre-transmission list printout containing this same information is generated.

Note: This option will not let you delete entries for the previous month, current month or future months no matter how hard you try!

```
Select Volunteer Timekeeping Activity Option:  Daily Timekeeping
Select Daily Timekeeping Menu Option: Occasional Volunteer Timekeeping Master
Select Occasional Volunteer Timekeeping Master Menu Option: Purge Occasional
Time Sheet Entries

Select STATION NUMBER ('^' TO EXIT):  ALTOONA   ALTOONA VAMC...

This option will delete ALL entries in the Occasional Time Sheet file for the
month specified.  Do you wish to continue?  YES//  <RET>

Select Month/Year to be deleted:   JULY 1991

Are you sure you want to delete all entries for JULY 1991 for Station 503?
NO// YES
DEVICE:  <RET>   You could print this on paper, but it's just dots.
Beginning Deletion on May 11,1992@13:05......................................

FINISHED DELETION PASS FOR JUL 1991, FOR STATION 503.
39 ENTRIES DELETED.
Deletion completed on MAY 11,1992@13:05
```

Master File Maintenance Menu

This menu is designed to help Voluntary Service maintain accurate and up to date information on each regularly scheduled volunteer. It also allows you to print address labels, volunteer telephone list, and other options relating to the management of the master volunteer list.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    R   Register/Edit Volunteer in Master File
    VO   Volunteer Name Edit
    A   Add/Edit Combinations
    D   Delete A Combination
    E   Edit Austin Award/Hours Information
    MAR   Mark Master Record For Transmission To Austin
    U   Unmark Master Record For Transmission
    MAS   Master Record Display/Print
    B   Boy/Girl - Male/Female Automatic Update
    P   Print Volunteer Address Labels
    T   Telephone List of Volunteers
    VI   View Pending Master Record Updates

How To Enter A Pseudo Social Security Number

This information is taken from Voluntary Service Reporting System (VAVS) Health Care Facility Instructions Manual, November 30, 1981 (MP6, Part XXIII Supplement No 1.1)

If you have to create a pseudo SSN, use the following guideline: A pseudo SSN is generated using the numerical equivalents of a volunteer's initials and birth date (month, day, year) or entry date (month, day, year). The nine digits that make up the pseudo SSN are formatted as shown:

```
XXX              XX        XX              XX
Numerical    Birth      Birth          Birth
Initial          Entry      Entry          Entry
Equivalent    Month     Day           Year
```

NIE (NUMERICAL INITIAL EQUIVALENT) TABLE

```
A,B,C =   1          P,Q,R = 6
D,E,F =   2          S,T,U = 7
G,H,I =   3          V,W,X = 8
J,K,L =   4          Y,Z  = 9
M,N,O =   5          NO MIDDLE INITIAL = 0
```

For example, John NMI (no middle initial) Smith born July 1, 1919 would have this pseudo SSN:

```
    4       0          7        07      01      19
  JOHN    NMI       SMITH    JULY     1,     1919
```

Register/Edit Volunteer In Master File

This option allows you to register a new volunteer or edit information for a volunteer already registered in your system. Hattie Smith, a congenial lady in her mid-60's, has just stepped off the bus and into Voluntary Service. She wants to spend some time at the VAMC helping others as a volunteer. You will want to add her name to the Volunteer Master file so her time can be tracked appropriately. This option lets you do just that. If you are a bilingual station, you may also enter the language preferred by the volunteer on the Auto Log-in.

HINT: If you get confused or don't know how to answer a question, just enter a question mark (?) and the computer will help you out!

If you are entering a new volunteer whose name is the same or close to another volunteer's, you can enter the new volunteer by placing quote (") marks before and after the name. These marks will not show in the system, but they will tell the computer that this is a new name. REMEMBER: Always use UPPER CASE when working with timekeeping program options.

You can also edit volunteer data with this option. Simply go to the field you want to edit and type in the correct data after the default marks. This will change the data in the file.

If at any time while editing a master file, you enter an up-arrow (^) to exit a section, the computer will ask you `Do you wish to continue to the next section?  YES//` If you answer YES, the program will move to the next section of the master record. If you answer no, the program will return you to the Master File Maintenance Menu option.

Example:

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: Register/Edit Volunteer in Master

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select Volunteer Name:  SMITH,HATTIE
```
The computer will allow you to enter more letters in the name spaces than the Austin AC will accept. You will be able to enter the longer last names in your local system and print the longer names on your local address labels, but the last name will be cut off at 15 characters when sent to the Austin AC.

```
   ARE YOU ADDING 'SMITH,HATTIE' AS A NEW VOLUNTARY MASTER (THE 410TH)? YES
   VOLUNTARY MASTER SOCIAL SECURITY NUMBER: 123456789
```
If you will be using a pseudo SSN, just enter the number here, the Pseudo Indicator field comes later. Information on how to create a Pseudo SS Number follows this option's explanation.

Note: If this SSN already exists in the system, you will see a message like this:

```
This SSN already exists.??
   Enter Social Security Number, with or without the dashes.
   VOLUNTARY MASTER SOCIAL SECURITY NUMBER: ^
```
If you entered the correct number the first time, just use an ^ and <RET> or enter the correct number. If the number was right, it will not allow you to duplicate this entry. You will have to ^ . The system will then say:

```
 <SMITH,HATTIE' DELETED>
```

```
Do you wish to Add/Edit Volunteer specific data? YES// <RET>
```
Remember: Changes made to this portion of the master record will change for any stations this volunteer is registered at in your computer system, but will only mark for transmission for your station. Please notify your other site(s) of the change. If the volunteer is registered at one station and you are registering him/her at another station, the following message will appear:

```
   This volunteer is registered at more than one station.  Remember to
   coordinate changes with the other station(s).
```

```
NICKNAME:  HAT
PSEUDO INDICATOR: <RET>
```
If volunteer cannot provide a SS number, enter a P in this field. Otherwise leave it blank.

```
SOCIAL SECURITY NUMBER: 123456789 // <RET>
STREET ADDRESS #1:  123 MAIN STREET
```
If the address is more than 19 spaces long the first 18 characters and a asterisk will go to the Austin AC. The asterisk will alert you when the address is not complete. However, this will not affect the printing of address labels as you print the labels at your station.

NOTE: If you are using a two line street address, as shown in this example, you will need to switch the two lines because of postal regulations. Postal regulations require that the street address be directly above the city, state, and zip line.

```
STREET ADDRESS #2:  APARTMENT 3B
```
Remember, this line will not transmit to the Austin Automation Center. So when you look at the Alpha List from Austin, this part of the address will not show.

```
CITY: ALTOONA
```
Only the first 15 characters of this field will be transmitted to the Austin Automation Center
```
STATE:  PA
ZIP CODE: 16601-4437
SEX: F
```
You may enter one of the following based on the volunteer's age:

> M for Male, 21 years or older
> F for Female, 21 years or older
> B for Boy, under 21 years
> G for Girl, under 21 years

It really doesn't matter what you enter for a sex code as long as you stay with the correct gender. When you transmit master records, the system will automatically cnange the code to the appropriate age group.

BIRTH DATE: **031846** Be sure to use the entire birth date. If you only use month and year, and the year is less than 32, the program recognizes the year as a day and will put the current year on it. 12/30 becomes Dec. 30, 19XX.)   NOTE: If you enter a date of less than 5 years, the program will question you about the accuracy of the date. You will see a message like this:

Are you sure about this date? NO// If you are not sure, or if you have happy fingers that just fly by the question, it will dump the date you have entered and bring you back to the Birth Date line again. If you answer YES, the program accepts the date entered and continues on to the next field.

TELEPHONE: **814-943-8164** Enter the area code and phone number separated with hyphens, such as 814-555-8164. You may then enter an extension number or a code letter to indicate an unlisted number, a neighbor's or friend's number where you can leave messages or any other code you desire by leaving a space after the number and then entering the letter(s) or numbers. Such as 814-555-8164 X7142 or 814-555-8164 U)

Alternate Telephone: 814-944-3982, 7144 You may enter another number for the volunteer if you desire. This number bight be a friend's, relative's, neighbor's or the volunteer's work number.

NEXT OF KIN: JUNE SMITH
NOK RELATIONSHIP: MOTHER
NOK TELEPHONE: 814-943-8164
NOK ALTERNATE PHONE: 814-943-8164 X7142
PREFERRED LANGUAGE FOR LOG-IN: **E**NGLISH
Do you wish to Add/Edit station specific data? YES// **<RET>**

ENTRY DATE: **0284** Enter month/year that volunteer started working. If the volunteer has been a volunteer in the past, be sure to use the original entry date.

TERMINATION DATE: **<RET>** This would only be filled in later if and when the volunteers leaves and/or is terminated in the Austin AC. If there is a date in this field, you can not post hours for this volunteer or print address labels.

YEARS AT STATION: **<RET>** If the person being entered has done volunteer work for the VA in the past and you have a record of years and hours, you should not put those numbers here as these fields do not transmit to Austin. That comes a little later in the registration.

HOURS SERVED: **<RET>**
HOURS LAST AWARD: **<RET>**
DATE LAST AWARD: **<RET>**
REMARKS: **<RET>**
    1> You may enter any information you want here. This field does not transmit to Austin and is intended for any information you want to list about the volunteer.

Select PARKING STICKER: 503-P414   Enter sticker number. Always enter the number as your station number, dash, sticker number. If you enter a sticker number, the system will then ask the following:

Are you adding '503-P111' as a new PARKING STICKER (the 1st for this STATION NAME)? **Y** (YES)
    STATE OF VEHICLE REGISTRATION: **PA** PENNSYLVANIA
    LICENSE PLATE NUMBER: **DV54899**
Select PARKING STICKER: **<RET>**

METHOD OF TRANSPORTATION: 1 PRIVATELY OWNED VEHICLE   You may select from 4 codes. They are:
       1   Privately owned vehicle
       2   Public Transportation
       3   Walk/Bicycle
       4   Other
Note: If you do not want to enter this data, just <RET> past these fields.

ELIGIBLE FOR MEALS?: **Y**ES You may answer YES, NO, or leave blank. Note: in this case, leaving the field blank is the same as answering YES. This only applies to those stations using the Auto Log-in program. If you have a volunteer that you do not want to receive a meal ticket even if he or she works more than the required hours, you would answer NO to this question. If you enter NO, the system will never ask the volunteer the meal ticket question.
Do you wish to Add/Edit the Combinations for Station 503? YES// **<RET>** (YES)

   No Combinations on file for Station 503.

Select Combination Number: **1** Enter 1 if adding the first combination code, 2 etc. The next three fields only appear if you are adding a combination code!
   ARE YOU ADDING '503-1' AS A NEW COMBINATION (THE 1ST FOR THIS VOLUNTARY MASTER)? **YES**
ORGANIZATION: **012** B'NAI B'RITH WOMEN
SCHEDULE: **Q** ROTATE
SERVICE: **111**   MEDICAL SERVICE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 012Q111   B'NAI B'RITH WOMEN   MEDICAL SERVICE

Select Combination Number: **<RET>** <Updating Complete>

Do you need to transmit this record to Austin? YES// **YES**
Is this volunteer currently on the Austin system?: **N**O   RECORD MARKED Answer YES if the volunteer's SSN is on your current Alpha list from Austin. No, if not on list.

Do you wish to EDIT AUSTIN's Station Hours and Award information? YES// **<RET>**
Enter the hours for past VA volunteer work when registering a new volunteer. If the new volunteer has no previous hours, answer NO to this question. If you answer YES, the following will show on your terminal. If the volunteer comes from another VA, you will need to get the information from the other station and enter that data here.

```
AUSTIN YEARS AT STATION:   9
AUSTIN TOTAL CUM HOURS:   5930
AUSTIN LAST AWARD HOURS:   5000
AUSTIN LAST AWARD MONTH/YEAR:   0593
   Updating complete for SMITH,HATTIE.
```

Do you wish to send the station hours and awards information to Austin? YES//
<RET> (YES)   RECORD MARKED If you have entered data in these fields, you should say YES, this will transmit to the Austin AC with the other Master Record Changes. This option is called a TT04.

Do you wish to ADD/EDIT another Volunteer for Station 503?   YES//   **N**O

Adding A VAVS Committee Combination

The American Legion has sent you a letter certifying a new representative for your medical center. This person is already a volunteer at your station, but you need to enter the combination to put him on the VAVS Committee. This combination is a special one and must be entered exactly or the volunteer will not be recognized by the Austin AC System as a representative or a deputy representative. Here's how to succeed in entering this combination:

If the volunteer is already active, you only need to add a combination. If the volunteer is new to the system, you will need to register the volunteer. Either way, when you get to the place to add the combination, you would select the first empty combination space and then enter the volunteer's organization code (in this case, 002 for American Legion). For the schedule workday code, you would enter "R" for a representative, "D" for a deputy representative, "H" For honorary representative or "A" for an associate representative. For the service assignment code, you *always* enter 135A.

At any other time, the schedule workday codes R, D, H, or A are recognized as the codes for Monday, Tuesday, Thursday; Monday, Wednesday, Thursday; Monday, Wednesday, and Sunday respectively. When these codes are combined with 135A, the Austin AC System recognizes them as representative, deputy representative, or associate representative.

You should **NEVER** use the service assignment code 135A with any other workday codes.

Terminating A Volunteer

Most of the time the system in Austin will terminate a volunteer for you after the volunteer has had a full twelve(12) months with no activity. When that happens, the server message you receive each month after the processing will enter a termination date in the Master File of those volunteers.

Please note: We do not recommend that you terminate volunteers just to get them off the rolls by the end of the fiscal year. Terminating them early, especially student volunteers, will change your numbers on your year end reports. We realize you want to keep your records up-to0date and accurate, but you should be consistent in your practices. There are times when you need to terminate the volunteer immediately. If the volunteer dies, or if you have terminated the volunteer for cause, you should enter the termination date immediately rather than wait for the twelve months.

If you determine that the volunteer must be terminated, here's how you do it:

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: Register/Edit Volunteer in Master

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select Volunteer Name:  SMITH,HATTIE
Do you wish to Add/Edit Volunteer specific data? YES// N  (NO)

Do you wish to Add/Edit station specific data? YES// <RET>

ENTRY DATE: MAY 1989// <RET>
```

TERMINATION DATE: T (NOV 03, 1999)   **Be careful**. If you are terminating a volunteer during the first six (6) workdays of the month, you must enter last month as the termination date because we are still working with last month's data. For example in the first week of November you would enter an October date. You can also enter a specific date rather than entering a T for today.

```
YEARS AT STATION: 4// ^ <RET>
Do you wish to continue to the next section? YES//  N (NO)
Do you need to transmit this record to Austin? YES//  <RET>
```
If you are cleaning up your master file by terminating old records that someone failed to terminate in the past, you will want to answer this question with a NO. The best way to determine this is to look at the current Alpha List from Austin. If the volunteer's name and social security number is not on the list, do not transmit the record to Austin.

```
Is this volunteer currently on the Austin system? :YES// <RET>

Do you wish to ADD/EDIT another Volunteer for Station 503?  YES//  N  (NO)
```

Reactivating A Terminated Volunteer

This process will reactivate a volunteer after he or she has been terminated in the Austin AC computer system. The first thing you should do is look at the Alpha List that comes from the Austin AC each month. If the volunteer is on the list, but has a termination date listed, you will use this process to put the volunteer back on the active rolls.

For example, Sara Stull was called up for duty in the Persian Gulf and was gone for fifteen months. Because there was no volunteer time recorded for her for more than twelve months, the system in the Austin AC has terminated her as an active volunteer. She has now returned and wants to begin volunteering again. You must reactivate her in the Austin AC. Here's how you do it:

Note: If for some reason, the volunteer does not have a date in the termination date field of the master record in your computer, you must enter a termination date before you can reactivate.

Throughout this program you will receive messages alerting you if the volunteer has been terminated. Some options are not available for editing while the volunteer is terminated.

Example:

```
Select Volunteer Timekeeping Activity Option: Master File Maintenance

Select Master File Maintenance Option: Register/Edit Volunteer in Master File

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>   ALTOONA VAMC...

For Station 503,
 Select Volunteer Name: STULL,SARA

Selected Volunteer has been marked as TERMINATED.
NO Editing is allowed until this volunteer has been reactivated.
Do you wish to REACTIVATE this volunteer? YES// <RET>     (YES)

                      Volunteer Reactivated
```

The system has now reactivated the volunteer and automatically inserted the four asterisks in the termination date field required in the Austin AC to reactivate a volunteer.

`Do you wish to Add/Edit Volunteer specific data? YES// NO` Answer yes if you need to change address information.

`Do you wish to Add/Edit station specific data? YES// NO` You should not change the entry date and there is no need to remove termination date as this option has already done that.

`Do you wish to Add/Edit the Combinations for Station 503? YES// `**`N`**`O` answer YES if you want to change the combinations.

`Do you wish to EDIT AUSTIN's Station Hours and Award information? YES// `**`N`**`O`

`Do you need to transmit this record to Austin? YES// `**`<RET>`**` (YES)` Remember if you don't transmit it to the Austin AC, nothing will change on your monthly Alpha list.

`Is this volunteer currently on the Austin system?: YES// `**`<RET>`** Remember, even if the volunteer is terminated in Austin; as long as their name and SSN is still on the Alpha list from Austin, the answer to this question should be YES.

Reactivating a Purged Volunteer

When a volunteer has been gone for a long period of time, the system will terminate them and than once a year (the end of September) the Austin system purges all terminated volunteers from the system. This means the volunteer is no longer showing on the monthly Alpha list from Austin. To reactivate this volunteer is quite simple and happens much like the process to reactivate a terminated volunteer. Here's how it works:

Example:

```
Select Volunteer Timekeeping Activity Option: Master File Maintenance

Select Master File Maintenance Option: Register/Edit Volunteer in Master File

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC...

For Station 503,
 Select Volunteer Name: STULL,SARA

Selected Volunteer has been marked as TERMINATED.
NO Editing is allowed until this volunteer has been reactivated.
Do you wish to REACTIVATE this volunteer? YES// <RET>   (YES)
   CAUTION: This volunteer has been PURGED IN AUSTIN.  Be sure to answer NO to
   the 'ACTIVE IN AUSTIN' question.
         Volunteer Reactivated
```
The system has now reactivated the volunteer and will allow you to make any necessary changes to the volunteer's master record.

`Do you wish to Add/Edit Volunteer specific data? YES// N`O Answer yes if you need to change address information.

`Do you wish to Add/Edit station specific data? YES// N`O You should not change the entry date and there is no need to remove termination date as this option has already done that.

`Do you wish to Add/Edit the Combinations for Station 503? YES// N`O Answer YES if you want to change the combinations.

`Do you wish to EDIT AUSTIN'S Station Hours and Award information? NO// Y`ES
Remember, if you are reactivating a volunteer that has worked for you in the past, the volunteer will have hours and other data that needs to be

transmitted to Austin. This is when and where you should mark that data for transmission. It is not necessary for you to write down the information ahead of time, as it will show as default values on each line.

```
AUSTIN YEARS AT STATION: 6//  <ret>
AUSTIN PRIOR YEARS HOURS: 4000//  <ret>
AUSTIN LAST AWARD HOURS: 3750//  <ret>
AUSTIN LAST AWARD NOMTH/YEAR: APR 1996//  <ret>
    Updating complete for Stull,Sara

Do you need to transmit this record to Austin? YES//  YES
Is this volunteer currently on the Austin system?: NO//  <ret> RECORD MARKED
Do you wish to send the station hours and awards information to Austin? YES//
```

<ret> (YES)   RECORD MARKED   Always answer this question YES to send the above data to Austin.

Correcting an Inaccurate Social Security Number

Occasionally a volunteer gets entered into the timekeeping system with the wrong social security number. It doesn't matter how the error happened, but it should be corrected, especially if you are using the Auto Log-in option.

There are a couple things you need to know before you begin correcting this number. Do you have two separate records for this volunteer? One with the wrong number and one with the right number, or do you have only one record with the wrong number? If the answer is two records, all you have to do is terminate the wrong one and make sure the hours and years are correct on the right one, using the Edit Austin Hours/Award Information Option. If they are both in Austin, be sure to transmit the terminated record to Austin. Fortunately, most of the time, you only have one record in the system and it has the wrong number.

NOTE: Although there is a desire to have the right number, remember if the volunteer doesn't care, don't bother to change it. The only reason we even list a Social Security Number is as a method of tracking the volunteer. However, if the volunteer wants it changed, here's is a step by step listing of what you should do: (Be sure to do each step in the order listed).

1. Using Volunteer Name Edit, change the volunteer's name by placing ZZ in front of the last name (ZZSMITH,COLLENE).

2. Using Register/Edit, terminate the volunteer's record and mark the record to transmit to Austin. Be sure to answer YES to the Active in Austin question.

3. Go to the Transmission Menu, Transmit Activities, and transmit Master Records to Austin. You must do this before you go any farther.

4.   Once the Master Records have been transmitted to Austin, go back to the Master File Maintenance Menu, Register/Edit, and reactivate the record. Change the SSN to the correct number. If the old number was a Pseudo Number, remember to remove the "P" from the Pseudo Indicator line. As you go past the second portion of the record, write down the volunteer's years, hours, last award hours, and last award date. At the bottom, mark the record to transmit to Austin. REMEMBER that you must answer NO to the Active in Austin question, as this is a new record going to Austin.

5. Using the Edit Austin Hours/Award Information option, enter the data that you noted from the master record. You also want this to transmit to Austin. If it asks, remember to answer NO to the active in Austin question.

6. Using Volunteer Name Edit, remove the ZZ from in front of the last name. Yes, you want to transmit the record to Austin.

7. Transmit Master Records.

This will fix the problem with the inaccurate Social Security Number.

Example: Step #1 - Changing Volunteer Name

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: VOlunteer Name Edit

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select Volunteer Name: SMITH,COLLENE

VOLUNTEER: SMITH,COLLENE // ZZSMITH,COLLENE

Do you need to transmit this record to Austin? YES// <RET>
Is this volunteer currently on the Austin system?: YES// <RET>
```

Example: Step #2 - Terminating Record

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: Register/Edit

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Do you wish to Add/Edit Volunteer specific data? YES// NO  (NO)

Do you wish to Add/Edit station specific data? YES// YES

ENTRY DATE: MAY 1989 <RET>
TERMINATION DATE: T  (OCT 27, 1999)   (The "T" is for today's date)
```

Be sure to look at the next four lines and jot the information down for later use.

```
YEARS AT STATION: 8// <RET>
HOURS SERVED: 1500// <RET>
HOURS LAST AWARD: 1000// <RET>
DATE LAST AWARD: APR 1996// ^
Do you wish to continue to the next section? YES// NO
Do you wish to EDIT AUSTIN'S Station Hours and Award information? YES// NO

  Updating complete for ZZSMITH,COLLENE

Do you need to transmit this record to Austin? YES// <RET>
Is this volunteer currently on the Austin system?: YES// YES   YES  RECORD
MARKED
Do you wish to ADD/Edit another Volunteer for station 503A? YES// No    NO
RECORD MARKED
```

At this point, Step #3, you **must** go to the Transmission Menu, Transmission Activities and transmit Master Records. After you have transmitted the records, continue with the next step.

Example: Step #4 - Completing the change of an incorrect SSN

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: Register/Edit

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...


For Station 503,
Select Volunteer Name: ZZSMITH,COLLENE
Selected Volunteer has been marked as TERMINATED
NO Editing is allowed until this volunteer has been reactivated.
Do you wish to REACTIVATE this volunteer? YES// <RET>
                                             Volunteer Reactivated


Do you wish to Add/Edit Volunteer specific data? YES// <RET>


NICKNAME: CONNIE// <RET>
PSEUDO INDICATOR: P// @ <RET>
   SURE YOU WANT TO DELETE? Yes (YES)
SOCIAL SECURITY NUMBER: 234-56-7891// 234567890
STREET ADDRESS #1: 1215 BROADWAY// ^
Do you wish to continue to the next section? YES// NO

Do you need to transmit this record to Austin? YES// YES
Is this volunteer currently on the Austin system?: YES// NO   NO   RECORD
MARKED
Do you wish to ADD/Edit another Volunteer for station 503A? YES// No    NO
RECORD MARKED
```

Example: Step #5 - Marking the Years and Hours Information to go to Austin.

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: Edit Austin Award/Hours
Information

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503A,
Select VOLUNTEER NAME: ZZSMITH,COLLENE
AUSTIN YEARS AT STATION: 8
AUSTIN PRIOR YEAR HOURS: 1500
AUSTIN LAS AWARD HOURS: 1000
AUSTIN LAST AWARD MONTH/YEAR: 4/96
Should this change in AWARE/HOUR information be transmitted to Austin? YES//
<RET> (YES) HOURS/AWARD information has been marked for transmission.

For Station 503A,
Select VOLUNTEER NAME: <RET>
```

Example: Step #6 - Changing the volunteer's name to correct name.

```
Select Volunteer Management Activity Option: Master File Maintenance
Select Master File Maintenance Menu Option: VOlunteer Name Edit

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select Volunteer Name: ZZSMITH,COLLENE

VOLUNTEER: ZZSMITH,COLLENE // SMITH,COLLENE

Do you need to transmit this record to Austin? YES// <RET>
Is this volunteer currently on the Austin system?: YES// NO  RECORD MARKED

For Station 503A,
Select Next VOLUNTEER: <RET>
```

All done.

Volunteer Name Edit

Every once in a while you may find that a volunteer's name has been misspelled or that someone has changed their name and needs to be changed in the Voluntary Master file. The Volunteer Name Edit option allows you to change names in the Voluntary Master file. Remember: If you are a multiple division station, changing the name of a volunteer at one station will change it at all stations, but each station will need to transmit the change to Austin individually. Be sure to coordinate this change with the other stations involved.

In the following example, we changed the volunteer's name to the correct spelling.

```
Select Volunteer Management Activity Option:  Master File Maintenance
Select Master File Maintenance Menu Option:  Volunteer Name Edit

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select VOLUNTEER:   MOOUSE,MICKEY
VOLUNTEER: MOOUSE,MICKEY//  MOUSE,MICKEY
Do you need to transmit this record to Austin? YES
Is this volunteer currently on the Austin system?: NO// YES     RECORD MARKED

For Station 503,
Select Next VOLUNTEER: <RET>
```

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Add/Edit Combinations

Here's a quick way to Add or Edit combination codes for selected volunteers. The Add/Edit Combinations option gets right to the heart of the matter. It asks you what volunteer you want to work with and then either lets you add a new combination code or change an existing one.

Note: *Do not use this option to delete a combination* from the Master file. There is a separate option to delete combinations.

Example:

```
Select Volunteer Management Activity Option:  Master File Maintenance
Select Master File Maintenance Menu Option:  Add/Edit Combinations

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135     AMERICAN LEGION AUX.    VOLUNTARY SERVICE

2. 003Q011C    AMERICAN LEGION AUX.    RECREATION SECTION
```

Select Combination Number: **<RET>**   If you want to change an existing combination, select the combination number you want to change. If you want to add an additional combination select the next unused number.

```
Select Combination Number:  2
ORGANIZATION: 003// 018  DISABLED AMERICAN VETERANS AUX.
SCHEDULE: Q//<RET>
SERVICE: 011C// <RET>

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135     AMERICAN LEGION AUX.    VOLUNTARY SERVICE

2. 018Q011C    DISABLED AMERICAN VETERANS AUX.  RECREATION

Select Combination Number:  <RET> Updating Completed

Do you need to transmit this record to Austin? YES// <RET>
Is this volunteer currently on the Austin system?: YES// <RET>  RECORD MARKED

For Station 503,
Select Next Volunteer: <RET>
```

In the example above, Hattie Smith's existing combination code 003Q011C was changed to 018Q011C. In the next example, we will give Hattie Smith an entirely new combination code:

Note: Changing one combination to another may result in the need to merge two timecards at the end of the month. See Merge Two Time Cards option listed under Time Card Maintenance Menu.

```
Select Combination Number:  3
   ARE YOU ADDING '503-3' AS A NEW COMBINATION NUMBER (THE 3RD FOR THIS
VOLUNTARY MASTER)?  YES      (YES)
ORGANIZATION:  019     GEN. FED. OF WOMEN CLUBS
SCHEDULE:  G       MT
SERVICE:  118        NURSING SERVICE


Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135     AMERICAN LEGION AUX.        VOLUNTARY SERVICE

2. 018Q011C DISABLED AMERICAN VETERANS AUX.  RECREATION

3. 019G118     GEN. FED. OF WOMEN CLUBS       NURSING SERV

Select Combination Number: <RET>    <Updating Completed>

Do you need to transmit this record to Austin? YES//   <RET> (YES)
Is this volunteer currently on the Austin system?: YES// <RET>   RECORD MARKED

For Station 503,
Select Next VOLUNTEER: <RET>
```

Hattie Smith has now been assigned combination code 019G118.

Delete A Combination

When you delete a combination from the system, and there are hours attached to that assignment for the current fiscal year, the hours are lost to all reports. The volunteer does not lose the hours, but the organization and/or service does. In an effort to stop this loss of hours, this option has been set to only function between October 10th and November 6th each year. The rest of the year, you will have to either change the assignment to something else or just instruct the volunteer not to use that assignment when signing in. We recommend that you change a 135A assignment to a neutral code such as 135. After the 10th of October, you can then delete any and all unused assignments. If you try to delete an assignment any other time of the year, the following message will show on the screen:

```
I'm sorry, but combinations may only be deleted from October 10th through
November 6th of each year to prevent loss of hours in Austin.
```

When October rolls around, and you are ready to delete an unused assignment, here's how it's done:

Example:

```
Select Volunteer Timekeeping Activity Option:  Master File Maintenance
Select Master File Maintenance Menu Option:  Delete a Combination

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135     AMERICAN LEGION AUX.        VOLUNTARY SERVICE

2. 018I011C    DISABLED AMERICAN VETERANS AUX.   RECREATION

3. 019G118      GEN. FED. OF WOMEN CLUBS      NURSING SERVICE

Select Combination Number:  3
ARE YOU SURE? NO//  YES
   Alright, so I'm a little tired.  Please hold on...   <Combination Deleted>

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135     AMERICAN LEGION AUX.        VOLUNTARY SERVICE

2. 018I011C    DISABLED AMERICAN VETERANS AUX. RECREATION

Select Combination Number: <RET>  <Updating Completed>
Do you need to transmit this record to Austin?: YES//  <RET>  (YES)
Is this volunteer currently on the Austin system?: YES//  <RET>  RECORD MARKED
```

```
For Station 503,
Select Next VOLUNTEER: <RET>
```

Edit Austin Award/Hours Information

For any number of reasons it may become necessary to change a volunteer's total hours or years or award information. At any given time, you can make any or all of these changes through this option. It is not necessary to fill in all fields in this option, just the ones you need to change.

Example:

```
Select Volunteer Timekeeping Activity Option:  Master File Maintenance
Select Master File Maintenance Option:  Edit Austin Award/Hours Information

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...
Select VOLUNTARY MASTER VOLUNTEER:  SMITH,HATTIE
AUSTIN YEARS AT STATION: 12
```
Enter the total number of years the volunteer should have.

```
AUSTIN PRIOR YEAR HOURS: 17550
```
Add the missing hours to the total number of hours the volunteer has on the annual listing. *Remember:* These hours are added on to previous years hours, not current year. So when adding the hours to get the new total, do not include the current fiscal year's hours.

```
AUSTIN LAST AWARD HOURS:  15000
```
Enter the number of hours that the volunteer received an award for not the number of hours the volunteer had when the award was given. For example, John Smith earned a 300 hour award. At the time the award was given, John had 355 hours. You would enter 300 not 355. Do not try to enter any Hours and Years Award hours, just the last specific hours award, i.e., 1750, 5000, 20000, etc.

```
AUSTIN LAST AWARD MONTH/YEAR: 0490
```
This should be the last month and year the volunteer received an award, i.e., 0491, 0592, etc.

```
Should this change in AWARD/HOUR information be transmitted to the Austin AC?
YES// <RET> (YES)  HOURS/AWARD information has been marked for transmission.

For Station 503,
Select Next VOLUNTEER: <RET>
```

The change has been made and is ready to be transmitted to the Austin AC.

Mark Master Record For Transmission To Austin

You have a new volunteer who has come to work at the medical center, but you were unsure whether he was going to stay or not. You decided to hold his information for a month or so before you submit it to the Austin AC. However, because you use the Auto Log-in program, you must put him into the master file immediately. When you put him in the master file, it asked you if you wanted to send the information to the Austin AC and you told the computer No. It is now a month and a half later and he is working three days a week and seems to really be enjoying his assignment. You have now decided to transmit his information to the Austin AC. This option would also be used anytime you decided to hold any change to a master file for transmission at a later time.

Example:

```
Select Volunteer Timekeeping Activity Option:  Master File Maintenance
Select Master File Maintenance Option:  Mark Master Record for Transmission to
Austin

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>   ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE
RECORD ESTABLISHED IN AUSTIN: YES//  <RET>   (Record marked for transmission)

For Station 503,
Select Next VOLUNTEER: <RET>
```

This record is now marked for transmission at the end of the month.

Unmark Master Record For Transmission

Sometimes there will be an occasion where you will have made a change to a master record or added a new record, marked it for transmission, and then changed your mind about transmitting it at this time. This option will allow you to change the status of this record so it will not transmit to the Austin AC with everything else.

Last week Hattie Smith came to you and told you she wants to give some of her time to the Navy Mothers Club. You have added the combination for her to do this and marked it for transmission to the Austin AC this month. This morning she came to you and said she has had a disagreement with the President of the Navy Mothers and now she doesn't want to give any time to them after all. Here is what you will do to stop that change from going into the Austin AC:

Remember: you must make the change in her master record as well as unmarking it. Be sure to tell the computer you do not want to transmit the change when you make the correction in the master record.

```
Select Volunteer Timekeeping Activity Option:  Master File Maintenance

Select Master File Maintenance Menu Option:  Unmark Master Record for
Transmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET>  ALTOONA VAMC...

Select VOLUNTARY MASTER VOLUNTEER:  SMITH,HATTIE
OK to REMOVE record from Austin Transmission List? YES// <RET>
           <Record Removed from List>

For Station 503,
Select Next VOLUNTEER: <RET>
```

Master Record Display/Print

You want to look up the entry date (or any other information) on a volunteer. You can do this by using the Register/Edit Volunteer in Master File option in the Master file, but that means you have to go through all the fields to find the information you're looking for. This option will provide a simple and quick way to inquire to any master file entry **even if the volunteer has been terminated.**

Example:

```
Select Volunteer Timekeeping Activity Option: Master File Maintenance

Select Master File Maintenance Menu Option: Master Record Display/Print

Select STATION NUMBER ('^' TO EXIT): 503// <RET> ALTOONA  503  ....
```

```
For Station 503,
Select Volunteer:  SMITH,SALLY
```
DEVICE: **<RET>** Enter the printer name or number at this prompt for a hard copy printout. If you press return the report will display on the screen. CAUTION: The data contained on this printout is priviledged information and should not be given to unauthorized persons without the volunteer's consent.

```
Volunteer Master File Information for SMITH,SALLY


VOLUNTEER: SMITH,SALLY                SOCIAL SECURITY NUMBER: 123-23-3434
STREET ADDRESS #1: 123 MAIN STREET    CITY: ALTOONA
STATE: PENNSYLVANIA                   ZIP CODE: 16601
SEX: Female over 19                   BIRTH DATE: JAN 1, 1944
NICKNAME: SAL                         PREFERRED LANGUAGE FOR LOG-IN: ENGLISH
BIRTH MONTH: JAN 1944                 CODE: S3434



NEXT OF KIN: JACKIE SMITH             TELEPHONE: 814-943-2292
NOK RELATIONSHIP: MOTHER              NOK TELEPHONE: 814-833-2246


** Press RETURN to Continue **

Station specific Volunteer Master File Information for SMITH SALLY

STATION NAME: ALTOONA VAMC            STATION NUMBER: 503
ENTRY DATE: MAY 1989                  YEARS AT STATION: 2


PRIOR HOURS SERVED: 850               CURRENT HOURS SERVED: 150
TOTAL HOURS SERVED: 1000


HOURS LAST AWARD: 750                 DATE LAST AWARD: 04/96
LAST AWARD: VA 750 HOUR AWARD         TRANSPORTATION: PRIVATELY OWNED VEHICLE
```

   *Press RETURN to Continue**

Valid Combinations for SMITH,SALLY at Station 503 are:

1. 003F118   AMERICAN LEGION AUX.   NURSING SERVICE

2. 004R135A   AMER NAT RED CROSS   VAVS COMMITTEE

For Station 503A,
Select Next Volunteer: **<RET>**

Boy/Girl - Male/Female Automatic Update

If a volunteer started working for your station before they were 21 years old, they were listed as a boy or a girl. When they reached 21 the Austin AC system then recognized them as a male or female. It is therefore necessary to do periodic updates of your local data in order to be compatible with the Austin AC system. It is NOT necessary for you to do this option as VISTA will automatically run this option each time master records (TT88) are transmitted.

It may never be necessary for you to run this option. However, suppose you are preparing a mailout for only student volunteers, you can run this option before you print your address labels and it will only print those volunteers under 21. Here's how it works:

If the system does not find any codes that need changed it will just show the word DONE. This system now updates the sex code either way. If you entered an M for a volunteer who is under 21, the system will change the code to B as well as the other way around.

```
Select Volunteer Timekeeping Activity Menu Option:  Master File Maintenance
Menu
Select Master File Maintenance Option: Boy/Girl - Male/Female Automatic Update

BECKER,CHARLES T. AGE: 21  CHANGED TO MALE...
EATON,CYNTHIA     AGE: 19  CHANGED TO FEMALE..

DONE
```

Print Volunteer Address Labels

This option allows you to print volunteer address labels. You may print all or any portion of the volunteer population at your facility. This will *only* print active volunteers (not terminated ones. In this case, an active volunteer is defined as one whose master record in your system does not have a date in the termination date field. Note: If a label prints for a volunteer that you know has been terminated from the system, you will need to go into Register/Edit and put a date in the termination date field.

You may print the labels sorting by the volunteers name, organization, service, age, birth month zip code, or just Representatives. You can also use this option to print a list using any of the listed sort options. Simply print the listing to regular paper instead of labels. Here are examples of each of the sort options:

You will need to select the type of label suitable for your printer. The label program is based on Avery Labels, but other brands of labels will work just as well.

Example #1: Printing by Volunteer Name.

```
Select Volunteer Timekeeping Activity Option:  Master File Maintenance
Select Master File Maintenance Option:  Print Volunteer Address Labels

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET>  ALTOONA VAMC..

   Select one of the following:

       1   VOLUNTEER NAME
       2   ZIP CODE
       3   AGE
       4   BIRTH MONTH
       5   ORGANIZATION
       6   SERVICE
       7   VAVS REPS
Sort Labels By: 1  VOLUNTEER NAME
Select Label Type: 5260
```
This is the type of label that a standard laser printer would use. There is a file that stores the information on each type of label you may want to use. You will find this file in the User Utility Maintenance Menu.

```
Please Select Label Device: Vol1b//
Do you want your output QUEUED? NO// <RET>
Skip used labels of first page: 0// <RET>
```
This will allow you to use label pages that have some labels missing. If there are labels missing, enter the number of the labels that are missing from the page and the program will start printing on the next label. For example, if two labels are missing, enter the number 2 and it will start printing on the third label. Note: you count across the page rather than down.

If you are using a dot matrix printer, you will see the following:

```
DO YOU NEED TO CHECK THE ALIGNMENT OF THE LABELS IN THE PRINTER? NO// Y  (YES)

Please load the labels and align.
   **Press RETURN to Continue**
```

The program gives you the time to set-up the printer. If you have already checked on the printer, just answer NO. When you press RETURN, the system will print four lines of Xs on the first labels so you can see if your labels are aligned correctly.

NOTE: If you are using laser labels, the program will not ask you the questions about aligning the labels.

```
 ARE LABELS ALIGNED CORRECTLY? NO// Y   (YES)
Sort Labels By: ?

START WITH VOLUNTEER: FIRST// AA
GO TO VOLUNTEER: LAST// ZZ
```

If you only want to print a portion of the volunteers, just list the letters you want.

Example #2: Printing by ZIP CODE.

`Select Label Type: 5260  Avery 5260 5260 Avery 5260` This is a standard laser label of three labels across and 10 labels down.

```
    Select one of the following:

        1   VOLUNTEER NAME
        2   ZIP CODE
        3   AGE
        4   BIRTH MONTH
        5   ORGANIZATION
        6   SERVICE
        7   VAVS REPS

Sort Labels By: ZIP CODE
START WITH ZIP CODE: FIRST// 15521
GO TO ZIP CODE: LAST// 15521

Please Select Label Device: HOME// VOL1B VOL. DESKJET
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

Example #3: printing by AGE.

Note: You can use this option to print just youth volunteers or just adult volunteers.

```
    Select one of the following:

        1   VOLUNTEER NAME
        2   ZIP CODE
        3   AGE
        4   BIRTH MONTH
        5   ORGANIZATION
```

```
        6   SERVICE
        7   VAVS REPS


Sort Labels By: Age
START WITH AGE: FIRST// 80
GO TO AGE: LAST// 90


Please Select Label Device: HOME// VOL1B VOL. DESKJET
Skip used labels of first page: 0// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

Example #4: Printing by BIRTH MONTH.

If you send birthday cards or x-ray notices, this will be a great help. This print option will
quickly give you a listing of those volunteers who are due for TB tests on their birth month or
if you care to send a birthday card. If you only want the listing and not labels, just print the
labels on regular paper rather than labels.

```
      Select one of the following:

        1   VOLUNTEER NAME
        2   ZIP CODE
        3   AGE
        4   BIRTH MONTH
        5   ORGANIZATION
        6   SERVICE
        7   VAVS REPS


Sort Labels By: BIRTH MONTH
Select MONTH: MARCH


Please Select Label Device: HOME// VOL1B
Skip used labels of first page: 0// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

Example #5: Printing by ORGANIZATION.

```
      Select one of the following:

        1   VOLUNTEER NAME
        2   ZIP CODE
        3   AGE
        4   BIRTH MONTH
        5   ORGANIZATION
        6   SERVICE
        7   VAVS REPS


Sort Labels By: ORGANIZATION
Select ORGANIZATION CODE: 003        AMERICAN LEGION AUX.  ALA


Please Select Label Device: HOME// VOL1B
```

```
Skip used labels of first page: 0// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

Example #6: Printing by SERVICE.

```
    Select one of the following:

        1   VOLUNTEER NAME
        2   ZIP CODE
        3   AGE
        4   BIRTH MONTH
        5   ORGANIZATION
        6   SERVICE
        7   VAVS REPS


Sort Labels By: SERVICE
Select SERVICE CODE: 135A   VAVS COMMITTEE MEETING

Please Select Label Device: HOME// VOL1B
Skip used labels of first page: 0// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

Example #7: Printing VAVS Reps. This option is designed to print labels for the Representatives only. Many times we need labels for the reps but not for the Deputies. This is the option you use to print them.

```
    Select one of the following:

        1   VOLUNTEER NAME
        2   ZIP CODE
        3   AGE
        4   BIRTH MONTH
        5   ORGANIZATION
        8   SERVICE
        9   VAVS REPS

Sort Labels By: VAVS REPS
Please Select Label Device: HOME//   <RET>      TCP/IP
Skip used labels of first page: 0// <RET>
START WITH VOLUNTEER: FIRST// <RET>

Please Select Label Device: HOME// VOL1B
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

Telephone List Of Volunteers

There are times when you need to call one or more of your volunteers. Although it's fairly easy for you to look up a number in the Master file, there are times that you may want more than one number or not have access to a terminal when you need the number. This option allows you to print out a list of volunteer names, telephone numbers, and SSNs. You can then keep the list handy for when you need this information. The SSN is provided in case you have two or more volunteers with the same name. Here's how this option works:

You can sort the report for either Active Volunteers or for Terminated Volunteers.

```
Select Volunteer Timekeeping Activity Menu Option:  Master File Maintenance
Select Master File Maintenance Option: Telephone List of Volunteers

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC....
```

   Select one of the following: Whether a volunteer is active or terminated depends on whether or not a volunteer has a date in the termination field in the Master Record.

```
        1          ACTIVE VOLUNTEERS
        2          TERMINATED VOLUNTEERS

Select Telephone List Type: 1  ACTIVE VOLUNTEERS
DEVICE:  VOL1B  VOL. DESKJET         RIGHT MARGIN:  96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>

VOLUNTEER TELEPHONE LIST - ACTIVE - ALTOONA VAMC          MAY 14,1993
                                                SOCIAL
                                                SECURITY
VOLUNTEER                   TELEPHONE           NUMBER
```

```
ADAMS,SALLY                 942-3992            154-29-3298
SMITH,BENJAMIN              814 941-2291        130-59-1830
```

View Pending Master Record Updates

This option will allow you to view or print a listing of all master records marked for transmitting. You have been getting all the changes made in the Master Record before the end of the month so you will be ready to transmit the first thing in the new month. But earlier today you were interrupted while you were working and you're not sure everyone is marked that should be.

Example:

```
Select Volunteer Timekeeping Activity Menu Option:  Master File Maintenance
Select Master File Maintenance Option: View Pending Master Record Updates

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC...

DEVICE: VOL1B     RIGHT MARGIN:  96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>  (NO)

PENDING TT88'S FOR STATION 503A        MAR 22,1993        12:03   PAGE 1
                                           VOL
VOLUNTEER                  SOCIAL SECURITY  STATION                 ACTIVE IN
                           NUMBER           NUMBER    TT88  TT04    AUSTIN
```

```
BECKER,CHARLES T.          155-34-9230         503A    YES            YES
PUTTY,SILLY                235-37-3985         503A    YES   YES      NO
SMITH,HATTIE               123-45-6789         503A    YES            YES
ZOO,CHILD                  834-88-3827         503A    YES            YES
                           --------------
```
COUNT   4

Time Card Maintenance Menu

This menu is designed to help you in correcting or editing time cards before transmitting or if needed to reset time cards for retransmission.

The main options included in this menu are listed below. The Award Code Menu and Backdate Menu contain submenus. To the left is the shortcut synonym you can enter to select the option:

    C   Create Time Card
    E   Edit Time Card
    M   Merge Two Time Cards
    S   Suspend Transmission of Time Card
    R   Release Suspended Time Card
    D   Delete Suspended Time Card
    A   Award Code Menu
    B   Backdate Menu

Create Time Card

This option will create a new time card where none existed before. It is not necessary to create a time card when you first enter a new volunteer, the program will create it for you.

How to create a time card for a volunteer who has not worked this month.

Sometimes a volunteer will get an award based upon work done in a previous calendar year. If volunteer Hattie Smith receives an award in April 1993 for time donated in 1992, she still has to have a time card for April even though there is no time marked on it.

How to create a time card for a volunteer whose time was never logged.

This is not necessarily a backdating situation. You may run the roll up option for the month and then after review realize some volunteer time was never logged in. Use this option to create a time card. CAUTION: In order for all records to be accurate, whenever you enter time directly on a timecard, you must also post the hours through the Daily Time Menu. If you don't do that, the View Daily Entries total will not match the hours in Austin.

Let's suppose that Hattie Smith's hours for last month did not get logged in. We will need to create a time card for Hattie in order to credit her with her time as in the example below.

Example: Creating a time card for a volunteer whose time was never logged.

```
Select Volunteer Management Activity Option: Time Card Maintenance
Select Time Card Maintenance Menu Option: Create Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:    SMITH,HATTIE
Select MONTH/YEAR:   10/93      (OCT 1993)

Valid Combinations for SMITH, HATTIE at Station 503 are:

1. 017K142  DISABLED AMERICAN VETERANS    LIBRARY SERVICE

2. 003I011C    AMERICAN LEGION AUX.         RECREATION SEC

Select Combination Number:  1
```
If a volunteer only has one combination, it will be automatically selected

```
Do you want to edit this time card now? YES//  <RET>
COMBINATION:  017K142// <RET>
ORGANIZATION: 017// <RET>
SERVICE: 142//  <RET>
BACKDATE/AWARD CODE:  BD    BACKDATE
MONTH/YEAR: OCT 93//  <RET>
DAY 1:    9
DAY 2:    4
DAY 3: <RET>
DAY 4: ^

New total hours for this card is: 13

Is this Time Card ready for Transmission? YES//  <RET>   (YES)
   Status has been changed from 'SUSPENDED' to 'READY FOR TRANSMISSION'.

Do you wish to create another Time Card? YES//  NO

Select Time Card Maintenance Menu Option: <RET>
```

Note: If the system tells you that a timecard already exists for the volunteer, STOP! You do
not want to create another card.

Edit Time Card

This option allows you to edit an existing time card *before* it has been transmitted to Austin, Texas. If you need to edit and retransmit a time card that has *already been transmitted*, you should use the option Mark Time Card for Retransmission under the Transmission Menu.

If a card has been marked with a Backdate or Award Code in error, it can be corrected through this option. If the Backdate or Award Code was forgotten, it can be added. Use the same method as for changing hours.

CAUTION: In order for all records to be accurate, whenever you enter time directly on a timecard, you must also post the hours through the Daily Time Menu. If you don't do that, the View Daily Entries total will not match the hours in Austin.

After the roll up option has been run and a whole batch of time cards have been created, you will have a printout detailing volunteer hours. You will be able to see how many hours a volunteer worked on a given day under a particular combination code. *But suppose the time card is wrong!* Let's imagine that volunteer Hattie Smith is listed as having worked 9 hours for the Chaplain on Oct 06, 1993. In reality, she never came close to the VAMC on Oct 06. In fact, she was doing her laundry that day. It was really Oct 07 that she worked 9 hours for the Chaplain.

Example: Correcting Hattie Smith's time card.

```
Select Volunteer Management Activity Option: Time Card Mainten
Select Time Card Maintenance Menu Option: Edit Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Edit time card for VOLUNTEER:   SMITH,HATTIE
   1  017S135  10-00-93
   2  020K108  10-00-93
   3  017S135  9-00-93
CHOOSE 1-3:  2
```

COMBINATION: 020K108// **<RET>** Pick the combination code you want to change.
ORGANIZATION: 020//: **<RET>**
SERVICE: 108//: **<RET>**
BACKDATE/AWARD CODE: **<RET>** See the section entitled Backdate Time Card for an explanation on what backdating means.

MONTH/YEAR: OCT 1993// **<RET>**   Look at the available combination code/month pairings. Don't select a combination code and then change the month if it's not listed above. This will only create a bogus entry.

```
DAY 1: 8// <RET>
DAY 2: <RET>
DAY 3: <RET>
DAY 4: 9// <RET>
DAY 5:  <RET>
DAY 6: 9//  @
   SURE YOU WANT TO DELETE? Y
DAY 7: 9// <RET>
DAY 8: ^ <RET>

New total hours for this card is 26.

Mark time card for READY FOR TRANSMISSION?  YES//  Y   (YES)
Status of 'READY FOR TRANSMISSION' has not been changed.
```

Mark as ready for transmission except if in suspense file! *Remember:* the roll up has automatically marked everything as ready!

```
For Station 503,
Edit time card for VOLUNTEER:   <RET>
```

Merge Two Time Cards

This option was designed to merge data under one combination code. Sometimes a tricky situation arises when two separate time cards have to be merged into one. This involves deleting one card and its associated combination code while transferring the time data to another card.

Here is one possible scenario: Volunteer Hattie Smith has changed her mind. It is the middle of the month. She started out working for the DAV and Chaplain Service which gave her a combination code of 017K108 and has 24 hours of service logged. But now she wants her time credited to Knights of Columbus, that means all her time, including the 24 hours she already has under DAV. The key here is that she will never represent the DAV again and there is no need to retain a combination code for DAV. At the end of the month, you have the following problem:

    SMITH,HATTIE   24 HOURS   COMBINATION CODE: 017K108
    SMITH,HATTIE   16 HOURS   COMBINATION CODE: 156K108

What you need to produce is one single time card that reads:

    SMITH,HATTIE   40 HOURS   COMBINATION CODE   156K108

You might also use this option to correct the reverse situation. A volunteer comes into your office and decides he doesn't like working in Nursing. Now he wants to work for MAS. Or you might have a situation where a volunteer already has the 6 maximum allowable combination codes and suddenly decided there is another organization he just wants to represent. In any case, this option will merge the data under one combination code.

Example: Merging two time cards.

```
Select Volunteer Management Activity Option:  Time Card Maintenance
Select Time Card Maintenance Menu Option: Merge Two Time Cards

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>   ALTOONA VAMC...

Select MONTH/YEAR:   10-93       (OCT 1993)

For Station 503,
Select VOLUNTEER:    SMITH,HATTIE
First, select the primary time card.  (The one which will remain!)
   1  156K108     10-00-93    156K108
   2  017K108     10-00-93    017k108
   CHOOSE 1-2: 1

Select time card to merge and delete:

    017K108     10-00-93    017K108
I will now merge the two time cards and delete the second entry.
```

```
Are you sure you want to do this? NO//  Y
ARE YOU SURE: YES// <RET>
Hmmm, just a moment please.............

DONE.
```

Suspend Transmission of Time Card

You can never tell if a new volunteer is going to want to stay with the program. Some stations may not input new volunteers into the system immediately. That's why some Voluntary Service Chiefs might choose to suspend the transmission of certain time cards for a couple of months.

If a new volunteer starts and only works two hours the first month, you do have the option of placing that time card in a suspense file. That way an inactive name doesn't get transmitted to Austin, Texas. The time card stays at home until Voluntary Service decides it should be released. The monthly Transmission Preparation Listing details the status of all cards.

```
Select Volunteer Management Activity Option: Time Card Maintenance
Select Time Card Maintenance Menu Option: Suspend Transmission of Time Card

Select STATION NUMBER ('^' TO EXIT):  ALTOONA VAMC//  <RET> ALTOONA VAMC...

For Station 503,
Suspend time card for VOLUNTEER: SMITH,HATTIE
1. 156Q011C    10-00-93
2. 117K019     10-00-93
   CHOOSE 1-2:  1

Do you want to SUSPEND transmission of this volunteer's time card? YES// Y
   Status has been changed from 'READY FOR TRANSMISSION' to 'SUSPENDED'.

Suspend another time card? YES//   NO

Select Time Card Maintenance Menu Option: <RET>
```

Release Suspended Time Card

This option releases a time card from the suspense file so it can be transmitted with the next batch. This option is the opposite of the last option, Suspend Transmission of Time Card.

Example:

```
Select Volunteer Management Activity Option: Time Card Maintenance
Select Time Card Maintenance Menu Option: Release Suspended Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC...

For Station 503,
Release suspended time card for VOLUNTEER: SMITH,HATTIE  011G135  10-00-93
011G135
Are you sure you want to RELEASE this volunteer's time card? YES// <RET> (YES)
   Status has been changed from 'SUSPENDED' to 'READY FOR TRANSMISSION'.
```

```
Do you wish to backdate this card? YES//  YES  (YES) <Backdate Added>
```
You must backdate the card if it is for any month other than the current one.

```
Release another time card? YES//  NO
```

Delete Suspended Time Card

Some stations may hold a volunteer's time card for a couple of months just to make sure that person is going to stay around for awhile. In this program, you may enter a time card and suspend it for a period of time. If the situation occurs where a new volunteer works several hours and then never shows up again, you do have the option of simply deleting their time. Don't forget to credit that time to their Organization under the Occasional Hours Menu.

```
Select Volunteer Timekeeping Activity Option:  Time Card Maintenance Menu
Select Time Card Maintenance Menu Option:  Delete   Delete Suspended Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Delete suspended time card for Volunteer:  SMITH,HATTIE  013A111     10-00-93
   013A111
Are you sure you want to delete this time card? YES// <RET>  (YES)
ARE YOU SURE YOU WANT TO DO THIS? NO//  Y    (YES)
   --- SUSPENDED TIME CARD HAS BEEN DELETED ---

Delete another suspended time card?  NO// <RET>  (NO)
```

Award Code Menu

This option can be used to identify one volunteer or an entire month of volunteers for an award. It is a quick method of adding award codes to time cards created during the roll up rather than using the much longer EDIT TIME CARDS option. Here is how it works:

Hattie Smith's time card got rejected last month and that was the time card with the award code on it. So this month you need to again put her award code in. It doesn't matter that the month will be different than the rest. You can not use last month's card because you will need to mark it for retransmission and will need to use the award space for the Back Date code. Here's how you can mark just one card with an award code. After the ROLL UP for the current month is completed you proceed as in the example below.

Example #1: Adding an award code to a single time card.

```
Select Volunteer Management Activity Option: Time Card Maintenance
Select Time Card Maintenance Menu Option: Award Code Menu

Select Award Code Menu Option:  Award Code to Single Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE      020K136      07-00-92
BACK DATE/AWARD CODE:  06    VA 500 HOUR AWARD, WHITE ROCKER PIN  06

For Station 503,
Select VOLUNTEER: <RET>
```

Hattie Smith's award code has now been entered.

Example #2: Adding award codes for all time cards in one month.

You have just had your yearly award ceremony and want to put the new award codes into the Austin AC. Here's a simple way to do everyone at one time. We suggest that you have an alphabetized list of award recipients ready with the appropriate code numbers before you start.

Remember: If a volunteer does not have a time card for the month, you can Create A Time Card for the volunteer and put the award code on the card. There is no need to put time on the card. Read Create A Time Card option to learn how to do this.

```
Select Volunteer Management Activity Option:  Time Card Maintenance
Select Time Card Maintenance Menu Option:  Award Code Menu

Select Award Code Menu Option:  Loop Thru Time Cards for One Month

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...
```

```
Select Month:  0792   (JUL 1992)

This option will select only the FIRST card for each volunteer for the month
you select.  Cards 2 thru 6, if they exist are skipped intentionally to
prevent rejects in the Austin AC.

BEGIN LOOPING WITH VOLUNTEER: FIRST// <RET>
...Hmmm, I'm working as fast as I can...

ADAMS,JOE      177-22-9898
AWARD CODE: 06


BLUE,BONNIE    142-33-9485
AWARD CODE: 04


COX,MARTHA     122-35-6767
AWARD CODE: <RET>
```
If the volunteer did not receive an award, you just press the return button and pass the volunteer by.

```
Select Award Code Menu Option: <RET>
```

Backdate Menu

NOTE: This is not the option you should use to correct timecards that have been rejected in Austin. To resend those cards, use the option Mark Timecard For Retransmission to Austin, found in the transmission menu.

This option will not be used most of the time. With the enhanced development of the system, the individual options now allow you to edit the timecard, thus allowing you to Backdate the card without doing an extra step. Lets say something goes wrong. For whatever reason, last month's timecards did not get transmitted. You had them ready to go and forgot to send them or you used the wrong printer, etc. When this happens all of your timecards will still be there and you can check that by running a Print Transmission Preparation List, found in the Transmission Menu. IF the cards show on that list, you did not transmit them.

You should never backdate a time card for the current month. This serves no purpose since current time cards will be transmitted with the transmit option.

Backdating time cards:

The Automation Center in Austin, Texas does have some rules for backdating time cards. You can backdate within the current calendar year or current fiscal year. If it's Dec 1999, you can backdate as far as Jan 1999. But if it's Jan 2000, you can only backdate to Oct 1999 which is the current fiscal year. REMEMBER: Once the fiscal year ends, you can still backdate timecards within the calendar year, but the hours will not show on any report. You will only see the hours in the volunteer's total.

Example #1: Backdating a single time card.

```
Select Volunteer Management Activity Option: Time Card Maintenance
Select Time Card Maintenance Menu Option: Backdate Menu
Select Backdate Menu Option:  Backdate a Single Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE
```
In order to backdate a single time card it must first be marked for retransmission, see Transmission Menu

```
   1   017S135   9-00-93
   2   020K108   10-00-93
   3   017S135   10-00-93
   CHOOSE 1-3:  1

BACKDATE/AWARD CODE: BD   (BACKDATE) BD
For Station 503,
Select VOLUNTEER: <RET>
```

This card is now marked as backdated. Even though it has a September date, it will transmit with October's data.

Example #2: Backdating an entire month of time cards.

```
Select Volunteer Timekeeping Activity Option:  Time Card Maintenance

Select Time Card Maintenance Menu Option:  Backdate Menu

Select Backdate Menu Option:  Loop and Backdate All Cards for One Month

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTO

Select Month:  0792     (JUL 1992)

This option will select ALL time cards for the month selected which are marked
'READY FOR TRANSMISSION' and will insert a 'BD' into the appropriate columns.

OK TO CONTINUE? NO//  YES

...Excuse me, this may take a few moments...

ADAMS,HARRIET  443-50-9423
COHEN,JOHN        352-75-8642
GRAVES,SALLY      263-92-8205
JOHNSON,FRANK  302-37-1324
MOUSE,MICKEY      132-465-8674
LOOP COMPLETED - 192 RECORDS MARKED
  ** Press RETURN to continue **
```

Transmission Menu

This menu is designed to prepare monthly information for transmission to the Austin AC.

The main options included in this menu are listed below. They are divided into two sections. To the left is the shortcut synonym you can enter to select the option**:**

   P   Preparation Activities Menu

        S   Scan for >26 Daily Entries
        R   Roll Up Daily Record Hours
        PT   Print Transmission Preparation Listing (PT)
        PO   Print Occasional Time Sheet Preparation List (PO)
        MT   Mark Time Card For Retransmission (MT)
        MO   Mark Occasional Time Sheet For Retransmission (MO)

   T   Transmission Activities Menu

        T   Time Card Transmission (06's)
        O   Occasional Hours Time Sheet Transmission (07's)
        M   Master Record Changes Transmission (88's)

Getting Ready To Transmit Time Cards

The following is a list of the steps you should be doing to correctly transmit time cards to Austin, Texas. See Appendices A, B, and C. These are checklists that should be followed to assure proper transmission procedures. We recommend you duplicate these attachments and use them each month when you transmit.

06 Time Card Transmission Order

After all hours have been entered into the computer for the month, perform the following steps to prepare 06 time cards for transmission to the Austin AC:

1. Roll up daily record hours.

2. Do a random check of roll up printout for errors.

3. Do time card maintenance (if needed).
    A. Edit any time cards with errors.
    B. Backdate as needed.
    C. Merge cards.
    D. Add award codes as needed.
    E. Suspend transmission of any time cards not being sent this month
    F. Release any time cards that were suspended before and are now ready for transmission.

4. Print transmission preparation listing.

5. Do a random check of Preparation Listing. If there are more errors found, go back to Step 4 and make corrections. Then print the Transmission Preparation Listing again.

6. You may print out any desired timekeeping reports at this time.
    A. Detailed Organization Listing - A detailed report for *all* organizations.
    B. Service Detail Listing - A detailed report for *all* services.
    C. Organization Summary Report - A summary report for *all* organizations.
    D. Service Summary Report - A summary report for *all* services
    E. Individual Organization Detail Listing - A detailed report for selected organizations
    F. Print Selected Service Detail Listing - A detailed report for selected services.

7. Transmit information. Transmission **must be completed** and received in Austin by COB Texas time, on the sixth workday of the month. We recommend that you transmit as early as possible. Waiting until the last day of the transmission period may cause problems. If the transmission system is slow, your data may not reach Austin in time for the processing and all of your data will need to be retransmitted the following month.

07 Transmission Order

After all Occasional hours have been entered into the computer, you may perform the following steps to transmit: Do not post any occasional hours for the current month until you have done the preparation listing for the previous month.

1. Print the occasional time sheet preparation listing.

2. If errors are found, use edit occasional volunteer time sheet entry.

3. After errors are corrected, print the occasional time sheet preparation listing again.

4. Transmit the occasional hours time sheet (07).

Master Record (TT88 and TT04) Changes Transmission

After all changes have been made to the master files, transmit the Master Record changes.

Preparation Activities Menu

Scan for >26 Daily Entries

NOTE: **It is no longer necessary to run this option as the roll-up now performs this function.**

This option is designed to scan the daily entries for each volunteer's combinations to make sure there are not more than 26 entries for any one combination for the month. This option does not require that the Roll Up be done first. The computer system in the Austin AC will not accept more than 26 entries on a time card for one combination.

If you fail to remove the excess entries before you transmit, the system will transmit the first 26 entries and delete the excess entries. This will keep the time card from being rejected, but the excess entries will be lost.

If you don't want to do this scan or forget to do it before the roll up, don't worry. When the roll up runs, it will automatically scan the time cards for too many entries and alert you as part of the roll up printout. For more information on this, see Roll Up Daily Record Hours.

Example:

```
Select Volunteer Timekeeping Activity Option:  Transmission Menu

Select Transmission Menu Option:  Preparation Activities Menu
Select Preparation Activities Menu Option:  Scan for >26 Daily Entries

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> PENNSYLVANIA   503

Select MONTH/YEAR to Scan:  MAR 1994     (MAR 1994)
DEVICE:  VOL1B   VOL. DESKJET        RIGHT MARGIN:  96// <RET>

Enter DATE & TIME to print.  NOW// <RET>    (MAR 15, 1994@09:12)

VOLUNTEERS EXCEEDING 26 ENTRIES FOR A SINGLE COMBINATION
                                MAR 15,1994 09:21 PAGE 1
                    SOCIAL
                    SECURITY                       DAYS
VOLUNTEER           NUMBER         COMBINATION     WORKED
_____

SMITH,HATTIE        183-99-2929    003Q011C        28
                    _____
COUNT               1
```

Roll Up Daily Record Hours

Before any time cards can be transmitted, the Roll Up Daily Record Hours option must be run. This option accumulates all the hours from the daily records and creates a time card for each volunteer-combination code pair. For example, if during the month of October volunteer Donald Jones works a total of 16 hours under combination code 100R142 and 32 hours under combination code 110Q118, two separate time cards are created for the same person.

This option automatically prints out a listing of every volunteer-combination code pair which should be proofread by Voluntary Service. Any errors found can then be corrected before data is transmitted to the Austin AC. As part of the roll up, the computer will scan each volunteer's combinations to see if there are more than 26 entries for any individual combination. If any are found with more than 26 entries, you will receive an additional printout at the end of the roll up identifying those volunteers with too many entries. You must correct these problems *before* you transmit your time cards or the computer will delete the excess entries on the time card before transmitting and those hours will be lost. To correct this problem, use the Edit Time Card option in the Time Card Maintenance Menu, removing the excess entries and placing them on another time card.

The last page of the roll-up will provide you with a list of volunteers with timecards for the current month that has a combination not listed in the master record of that volunteer. This usually means that you have changed the combination during the month and is reminding you that you must merge the timecard with the new combination before you transmit.

Between the first and sixth workday of a new month, Voluntary Service transmits data for the previous month to the financial center in Austin, Texas. For example, October 1993 volunteer data would be transmitted sometime during the first week of November 1993.

Caution: Transmission should never be done after close of business, eastern time the sixth workday. We encourage you to prepare and transmit your data as early in that week as possible in case there is a problem with the system and you need more time or need to redo something.

Note: After you have done the roll up, there is no need to do it again. You can make any changes to the roll up listing using the Time Card Maintenance Menu. If you do rerun the roll up, any editing you have done is gone and must be redone.

Example #1: Roll up daily record hours.

```
Select Volunteer Timekeeping Activity Option:  Transmission Menu

Select Transmission Menu Option:  Preparation Activities Menu
Select Preparation Activities Menu Option:  Roll Up Daily Record Hours
This program should ONLY be run during the first six(6) workdays of each
month.
```

```
ARE YOU SURE YOU WANT TO CONTINUE? NO// Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select Processing Month:  OCT 1993     (OCT 1993)
DEVICE:  VOL1F     We recommend you use 222 columns either on wide body paper, or
```
landscape on 14" paper [legal size], at about 16 pitch.

```
Enter DATE & TIME to print. NOW// <RET> (NOV 5, 1993@09:31) <Request Queued>
```

```
........VOLUNTEER TIME CARD                OCT 2, 1993  14:42 PAGE 1
                        TOTAL
                        HOURS   DAY   DAY   DAY   DAY   DAY
NAME          COMB.     WORKED   1     2     3     4     5


MONTH/YEAR: OCT 1993
                                STATION NUMBER: 503
JONES,DONALD  100R142    16       8
JONES,DONALD  110Q118    15       6     8     9     4     5
POPYAK,EDWARD 017S142    15       5                       5
POPYAK,EDWARD 020K136    23             8           8
SMITH,HATTIE  017Q142    12       4           4     4
                        ---      --    --    --    --    --
TOTAL                    79      23    16    13    16    10
COUNT                    5        4     2     2     3     2
MEAN                    6        5     8     6     5     5
```

On wide body paper, or using landscape on legal size paper, this printout would extend out
to Day 31. The first part of the printout is a listing of volunteer numbers and combination
codes which may or may not be useful to your particular setup. The second part is the
accumulated volunteer data.

Example #2: Printout of time cards with more than 26 entries.

```
TIME CARDS HAVING MORE THAN 26 ENTRIES        OCT 2, 1993  14:42 PAGE 1
                        TOTAL
                        HOURS   DAY DAY DAY DAY DAY
NAME          COMB.     WORKED   1     2     3     4     5


MONTH/YEAR: OCT 1993
                                STATION NUMBER: 503
JONES,SALLY    100R142   216      8     8     8     8     8
SMITH,CONNIE   018Q142   112      4     4     4     4     4
                        ---      --    --    --    --    --
TOTAL                   328      12    12    12    12    12
COUNT                    2        2     2     2     2     2
MEAN                   164       6     6     6     6     6
```

Remember, you must correct this problem before transmitting or these time cards will be
rejected in the Austin AC. If there are no time cards with more than 26 entries, this printout

will print all zeros. If you do not fix these time cards with more than 26 entries, the program will transmit the time card eliminating any entries over 26.

Example #3: List of timecards with combinations not found in Master File

```
TIMECARDS WITH COMBINATIONS NOT FOUND IN MASTER FILE APR  7,2000 14:56 PAGE 1
                                                                 TOTAL
                                                         STATION HOURS
NAME          MONTH/YEAR   COMBINATION    TRANSMISSION STATUS   NUMBER  WORKED

SMITH,HATTIE    MAR 2000     278Q135      7`    346READY FOR TRANSMISSION  503A
     30
```

When you see any entries on this printout, you must merge the timecard(s) listed with the correct timecard (the new assignment) for this volunteer before transmitting or the timecard will reject with a "59" error code. To do this, go to the Timecard Maintenance Menu, Merge two timecards. If the only timecard showing for the volunteer is the old one, you must edit the card changing the combination to the new assignments before transmitting. To do this, use the Timecard maintenance Menu, Edit a timecard.

Example #4: Attempting to do more than one roll up.

Note: We *do not* recommend more than one roll up. Doing a second roll-up will delete any editing of timecards you may have done.

```
Select Volunteer Management Activity Option:    Transmission Menu

Select Transmission Menu Option:  Preparation Activities Menu

Select Preparation Activities Menu Option:  Roll up Daily Record Hours
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO// Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select Processing Month: 1093

201 Time Cards already exist for Oct 1993.
Continuing will DELETE all these cards from the system.

ARE YOU SURE YOU WANT TO CONTINUE? NO// YES

ARE YOU ABSOLUTELY POSITIVE? NO// YES

OK, Here we go.

DEVICE: VOL1B
```

The computer will then proceed to do another roll up as described above.

Print Transmission Preparation Listing (PT)

Before transmitting your Voluntary data to the Austin AC, you have one final chance to review the time cards for accuracy. After the Roll up has been done, the Print Transmission Preparation Listing will provide you with a hard copy of every time card that is going to be transmitted. It lists every volunteer who worked that month, their combination code, total hours worked, and whether their card is backdated or marked for an award. You can spot check hours for a volunteer, look at which cards might need to be suspended or released from suspension, and make any other necessary adjustments.

Print this report on wide body paper at 132 columns. You will get two printouts. The first one will show any time cards that have been suspended. This printout will show all time cards that have been suspended, not just for the current month.

Example #1: Printing a Transmission Preparation Listing.

```
Select Volunteer Management Activity Option:  Transmission Menu

Select Transmission Menu Option: Preparation Activities Menu

Select Preparation Activities Menu Option:  PT   Print Transmission
Preparation Listing

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC ....

   ...Hmmm, This may take a few moments...
DEVICE:  VOL1C     VOL. DESKJET 16 PITCH

Enter DATE & TIME to print. NOW//  <RET>   (FEB 09, 1993@09:49)   <Request
Queued>
```

```
VOLUNTARY TIME CARD PRE-TRANSMISSION LISTING FOR ALTOONA VAMC - SUSPENDED
                                            TOTAL
                         COL                HOURS
   NAME            MONTH/YEAR  49-50 COMBINATION    WORKED    TRANSMISSION..
_____

   BROWN,BONNIE    JAN 1993            078Q011C       8       SUSPENDED
   COX,MARTHA      JAN 1993            003D135A       3       SUSPENDED
   LAWS,VIRGINIA   DEC 1993     BD     039T118            9      SUSPENDED
   SMITH,HATTIE    JAN 1993            018Q011C       5       SUSPENDED
   ----------------------------------                          -----------
SUBTOTAL                                             25
SUBCOUNT     4
   ----------------------------------                          ------------
TOTAL                                                25
COUNT        4
```

Example #2: No suspended cards.

```
   ------------------            --------
TOTAL                                0
COUNT 0


VOLUNTARY TIME CARD PRE-TRANSMISSION LISTING FOR ALTOONA VAMC - SUSPENDED
                                       TOTAL
                         COL           HOURS
NAME        MONTH/YEAR   49-50 COMBINATION WORKED   TRANSMISSION STATUS
------------------------------------------------------------------------------


     *** NO RECORDS TO PRINT ***



VOLUNTARY TIME CARD PRE-TRANSMISSION LISTING FOR ALTOONA VAMC - READY FOR TRAN
                                       TOTAL
                         COL           HOURS
NAME        MONTH/YEAR   49-50 COMBINATION WORKED   TRANSMISSION STATUS
_____

SMITH,ED    SEP 1993     02    017K142      47       READY FOR TRANSMISS..
REED,BOB    AUG 1993     BD    156Q011C     22       READY FOR TRANSMISS..
------------------------                           -----------
SUBTOTAL                                    69
SUBCOUNT        2
------------------------                           -----------
TOTAL                                       69
COUNT           2
```

Print Occasional Time Sheet Preparation List (PO)

Before transmitting the 07 Occasional Time Sheets to the Austin AC, you have one final chance to review this data to ensure its accuracy. After all the information has been entered into the computer, the Print Occasional Time Sheet Preparation List will provide you with a hard copy of every time sheet that is going to be transmitted. It lists all the organizations, the number of workers they sent to do the job, which service they helped, the total number of hours worked, and the date the activity was held.

Review the preparation listing for errors. If any are found, use the Edit Occasional Volunteer Time Sheet Entry option to make your corrections. Then reprint the 07 preparation listing and check it again!

Note: **DO NOT** enter any occasional hours for one month until after you do this printout for the previous month.
We recommend you print out this report at 132 columns.

Example: Occasional time sheet preparation list.

```
Select Volunteer Timekeeping Activity Option:  Transmission Menu

Select Transmission Menu Option:  Preparation Activities Menu

Select Preparation Activities Menu Option:  PO   Print Occasional Time Sheet
Preparation List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOO

DEVICE:  VOL1C     right margin: 132//

OCCASIONAL VOLUNTEER TIME SHEET BATCH LISTING                 Jan 31, 1989  13:59
Page 1
                                                            NUMBER
                                   ORGANIZATION  SERVICE      IN
    TOTAL
FACILITY   DATE        NAME OR ORGANIZATION NAME  CODE        ASSIGNMENT    GROUP
    HOURS
_____

TRANSMISSION STATUS:   READY FOR TRANSMISSION
503    MAY 20,1992    VFWA                     044          011C           2       6
503    MAY 22,1992    DAV                      017          011C           5      15
       ---------                                                          7      21
SUBTOTAL
SUBCOUNT   2
       ---------                                                         ____
    _____
TOTAL                                                                     7      21
COUNT      2
```

Mark Time Card For Retransmission (MT)

Sometimes there are problems with transmitting some or all of the time cards. Perhaps a time card doesn't make the monthly migration to Austin, Texas or there is a problem at your station and the entire month's cards do not transmit. Don't worry, this option will allow you to backdate and retransmit these cards. If a few cards are rejected, you will need to make corrections on them as well as mark them for retransmission. This can be done all at one time with this option. The Mark Time Card for Retransmission option allows a previously transmitted card or cards to go out with the current batch. Because there are two options in this menu starting with the letter M, you can select either option by using a two letter abbreviation.

Note: Be sure to backdate any cards you have marked for retransmission. Do not retransmit a timecard for the current month as it will reject as a duplicate timecard.

Example #1: Retransmit a rejected time card.

```
Select Volunteer Management Activity Option: Transmission Menu
Select Transmission Menu Option: Preparation Activities Menu
Select Preparation Activities Menu Option:  MT   Mark Time Card for
Retransmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC...

This option will allow you to mark as READY TO TRANSMIT a single time card or
all cards for a single month.  If all cards for one month is selected, you
will be allowed to have each card backdated.

   Select one of the following:

   S  Single Card
   A  All Cards for One Month

Select Marking Option: Single Card

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE
Select MONTH/YEAR:   04/92
   1  019Q136     04-00-92    019Q136
   2  003I011C    04-00-92    003I011C
choose 1-2:  1
```

```
Do you want to edit or backdate the time card at this time? YES//  Y
COMBINATION  019Q136// <RET>
ORGANIZATION: 019// <RET>
SERVICE: 136// <RET>
BACKDATE/AWARD CODE:  BD
MONTH/YEAR: APR 1992 // <RET>


DAY 1: 4// <RET>
DAY 2: <RET>
DAY 3: 8// <RET>
.
DAY 31:  4// <RET>
No change in Total Hours.

Are you sure you want to mark this time card for retransmission? NO//  YES
HMMM....I'M WORKING AS FAST AS I CAN...    --DONE--

For Station 503,
Select VOLUNTEER:
```

Example #2: Remark, backdate, and retransmit a month of time cards.

Just as you were transmitting last month, there was a failure in the computer system (unknown to you) and your time cards did not make it to the Austin AC. It is now necessary to remark, backdate, and transmit the entire month again.

```
Select Volunteer Timekeeping Activity Option:  Transmission Menu

Select  Transmission Menu Option:  Preparation Activities Menu

Select Preparation Activities Menu Option:  MT    Mark Time Card for
Retransmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

This option will allow you to mark as READY TO TRANSMIT a single time card or
all cards for a single month.  If a single month is selected, you will be
allowed to have each card backdated.

    Select one of the following:

    S  Single Card
    A  All Cards for One Month

Select Marking Option:  All Cards for One Month

This option will allow you to reset the transmission status of all time cards
for the specified month to 'Ready for Transmission' and 'Back Date' the card.

Select MONTH/YEAR to Mark and Backdate: 05/92  (MAY 1992)
Do you also want to backdate the cards? <YES/NO>  YES
```

```
I will now loop through ALL timecards for MAY 1992 and Station 503, then mark
each card for transmission and backdate.
ARE YOU READY? YES// <RET>  (YES)
   I am now beginning the process.  Please DO NOT attempt to stop this job.

APPLEMAN,LEONA <Done>
ARDIZZONE,NICK <Done>
ARDIZZONE,NICK <Done>
BEISWENGER,CLAIR J. <Done>
BERGER,LOIS    <Done>
.
.
.
.
WALTERS,CHARLES   <Done>
WILKINSON JR.,WILLIAM D. <Done>

201 Timecards for MAY 1992 have been marked for retransmission and backdated.
```

Mark Occasional Time Sheet For Retransmission (MO)

After transmitting a batch of 07 Time sheets to the Austin AC, you may very well find that some of the sheets were rejected. It is important that these sheets be identified and marked for retransmission so that they can go out with the next monthly batch because the computer will not resend a time sheet that has been previously transmitted. Use the Mark Occasional Time Sheet for Retransmission option to retransmit rejected 07 time sheets. There is no need to put a BD on an occasional time sheet, as the system looks at the date and places the information into the correct month on its own. Because there are two options in this menu starting with the letter M, you can select either option by using a two letter abbreviation.

NOTE: You can only "backdate" occasional time sheets within the current fiscal year. Therefore, if you have a time sheet rejected for September, you must change the date on the sheet to the current month, when you mark it to retransmit.

```
Select Volunteer Management Activity Option:  Transmission Menu

Select Transmission Menu Option:  Preparation Activities Menu

Select Preparation Activities Menu Option:  MO   Mark Occasional Time Sheet
for Retransmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select Time Sheet:  51    American Legion  002  01-16-89
Do you want to edit this Time Sheet Entry?  NO//  YES

ID NUMBER  51// <RET>
NAME OR ORGANIZATION NAME: American Legion // <RET>
ORGANIZATION CODE: 002//  <RET>
SERVICE ASSIGNMENT: 142D// <RET>
NUMBER IN GROUP: 1//  2 <RET>
TOTAL HOURS: 8//  16
DATE: 1-16-89// <RET>   -- TIME SHEET MARKED READY FOR TRANSMISSION --
```

Transmission Activities Menu

Transmit Voluntary Time Cards (06)

This is the option that transmits your accumulated monthly data to the Automation Center in Austin, Texas. It must be run sometime between the 1st and 6th workday of the month and will mark all your time cards as transmitted. Use your pre-transmission listings to check data thoroughly *before* running this option. As confirmation that data is actually being transmitted, this option will generate a printout of everything sent to the Austin AC. In return, the Austin AC will send a confirmation message to your MailMan basket when it receives the data. A listing of the data sent will also appear in your MailMan basket. If you are the person doing the actual transmitting, these will not be *new* messages, but will just be in your IN basket; all others will receive them as new messages..

Note: Your site manager should set up a public mailgroup called NST. This mailgroup will receive confirmation messages from the Austin AC if the data is received. See What to tell your site manager.

CAUTION: This option should never be printed on a slave printer. It MUST be printed on a VISTA printer or it will not transmit. If you are not sure of the type of printer you are using, ask your IRM support person.

Example:

```
Select Volunteer Timekeeping Activity Option:  Transmission Menu

Select Transmission Menu Option:  Transmission Activities Menu

Select Transmission Activities Option:  Time Card Transmission (06's)
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO// Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

QUEUE TO PRINT ON:
DEVICE: VOL1H   A printer that prints 132 columns is recommended.

Enter DATE & TIME to print: NOW //   <RET>  (OCT 4, 1993@13:24)  <Request
Queued>

VOLUNTARY SERVICE TIME CARD TRANSMISSION LISTING  OCT 4,1993
TIME CARD

06503 255383877   017K142     EDWARD   POPYAK      02098894888$
06503 432449091   019Q011C    HATTIE   SMITH        0988555889844$
```

`MESSAGE FILED  346721 346722 346723 346724` These numbers are the numbers of the individual mailman messages showing your transmitted timecards.

How to Read this Report?

06503 = Time Card Code/Station Number
172553838017K142 = Social Security Number/Combination code
EDWARD POPYAK = Volunteer's Name
0209939485 = Award Code or Backdate Code/Date/Hours per Daily Visit.
$ = End of data character required by the computer in Austin, Texas.

What Else Can You Expect?

As a further confirmation that data was actually transmitted, the Voluntary Service program will send an exact copy of the transmission listing to your MailMan basket. This mail message will go to everyone in the mail group and will look something like this:

```
Transmitted.> Subj: VOLUNTEER TIME CARDS
From : <CHIEF,VOLUNTARY> in 'IN' Basket
```

```
06503 172553838017K142    EDWARD  POPYAK     0209939485$
06503 432449091019Q011C   HATTIE  SMITH       0993555889844$
```

REMEMBER: The person who actually transmitted the data will not receive these messages as new messages in their mailman. This person will need to READ their IN basket in order to find the messages.

Transmit Occasional Hours Time Sheet (07)

This is the option that transmits your Occasional Volunteer data to the Automation Center in Austin, Texas. It may be run any time from the 1st to the 6th workday of the month. Use your pre-transmission listings to check data thoroughly *before* running this option. As confirmation that data is actually being transmitted, this option will generate a printout of everything sent to the Austin AC. In return, the Austin AC will send a confirmation message to your MailMan basket when it receives the data. You will also receive MailMan messages listing everything sent, just like the time cards.

Example:

```
Select Volunteer Timekeeping Activity Option:  TRansmission Menu

Select  Transmission Menu Option:  Transmission Activities Menu

Select Transmission Activities Option: Occasional Hours Time Sheet
Transmission (07's)
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO// Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

QUEUE TO PRINT ON:
DEVICE:  VOL1C

Enter DATE & TIME to print: NOW //  <RET>  (MAY 06,1992@13:24)  <Request
Queued>

OCCASIONAL HOUR TRANSMISSION LISTING   FEB 4,1993  10:04   PAGE 1
TIME CARD
```

```
07503    044011C04012120188$
07503    002011C03009120188$
07503    044011C07021120288$
```

```
COUNT 32
```

MESSAGE FILED 346721 This number is the number of the mailman message showing your occasional hours that were transmitted.

How to Read this Report

07   Austin's numeric designation for Occasional Time Cards.
503   Your VAMC's station number (in this case Altoona)
044   Organization represented.
011C   Service/Assignment
04   Number in Group
012   Total hours worked
120193 Date
$ End of line transmission symbol needed by Austin.

What Else Can You Expect?

As a further confirmation that data was actually transmitted, the Voluntary Service program will send an exact copy of the transmission listing into your MailMan basket. This mail message will go to whoever actually transmitted the data locally on station and will look something like this:

```
Transmitted.> Subj : VOLUNTEER TIME CARDS
From : <CHIEF,VOLUNTARY> in 'IN' Basket
```

```
07503   044011C04012120988$
07503   002011C03009120188$
07503   044011C03009120288$
```

If one or more of your occasional timesheets are missing data, the program will not allow them to transmit to Austin. When you do transmit, the program will give you a printout of those timesheets that are incomplete. You will need to delete these entries from your system or correct them and transmit them again next month. The printout will give you the ID number of each entry not transmitted. This will make it easy for you to find the sheet you need and correct or delete it.

Master Record Changes Transmission

This option will transmit all of the changes that have been made to the master file throughout the month. You may transmit master record changes anytime during the month, they will be processed for errors every Thursday evening. After the Master file changes have been transmitted you will receive the MailMan messages and confirmation messages from the Austin AC just as you do for 06's and 07's.

Note: Since you do not get any printouts when you transmit the master record changes, we advise you to print the MailMan messages on paper and save them with the end of month data.


```
Select Volunteer Timekeeping Activity Option:  Transmission Menu

Select Voluntary Service Transmission Menu Option:  Transmission Activities
Menu

Select Transmission Activities Option:  Master Record Changes Transmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET> ALTOONA VAMC...

This program will transmit master record changes made on your VISTA system, to
the Austin AC.

Do you wish to proceed? YES// <RET>
...Whoops, Hold on...
  Updating the SEX field for Volunteers from B/G to M/F
...
DONE

...Sorry, Let me put you on 'HOLD' for a second...
Searching file for Master Records requiring TT88's for transmission to Austin.
```

`1045767 - Message Filed` This number is the number of the mailman message showing your Master Record Changes that were transmitted.

What To Expect From The Austin AC

After you have transmitted your data, how will you know if it ever got to Austin, Texas? The Austin AC will return a confirmation message to your MailMan basket for 06's, 07's, and Master Record Changes to whoever is enrolled in the NST public Mailgroup (See section titled "What to Tell Your Site Manager" for information on mailgroups). You will receive one confirmation message for every 100 time cards transmitted.

```
Subj : DOB3858 NST CONFIRMATION  06 OCT 93  13:28 CST  2 LINES
From : <POSTMASTER@AUSTIN.VA.GOV) in 'IN' Basket.

Ref:  Your NST message #166215 with Austin ID #3212453,
MSC confirmation number is 1-24-01-021001.
```

Create a separate mail basket and *save* these messages for a period of time. We recommend saving them at least until the monthly data comes back from the Austin AC later in the month. If any special problems develop regarding data received at the Austin AC, they may ask for message confirmation numbers to help track down the error.

Correcting Last Month's Errors

Sometimes data will be rejected in the Austin AC. When the data printouts return to your station from the Austin AC, you may find an error page or pages titled INVALID REGULAR AND OCCASIONAL SCHEDULE TRANSACTIONS. If you do have errors, the listing will put error codes at the end of each entry telling you why the data was rejected. This section will tell you what the code says, what it means, and how you fix it. You will also find a complete list of the error codes used by the Austin AC system in Attachment D.

Remember: In most cases it will be necessary to mark the time card for retransmission *before* you can edit it. If you are resubmitting a time card, be sure to backdate the card before transmitting it.

Explaining Error Correction Codes

In order for you to successfully correct errors there are a couple of things you should know and understand. The first thing you should know is that most errors are either in the master record, or caused by the master record. For instance, most timecard errors are directly attributed to problem(s) with the volunteer data in the master record. Once you correct the master record, and retransmit it and the timecard, the error should be fixed.

The second thing you need to know is why the master record looks so much different on an Invalid Transaction List then it does when you transmit it. To best understand the master record (TT88) process in Austin, you need to understand that the master record is broken down into three portions when it arrives in Austin. If you answered no to the Active in Austin question, it will break down to a 01, 02, and 05. If you answered yes to the Active in Austin question, it will become a 03, 04, and 10. When you receive an Invalid Transactions list, you will see these components listed on separate lines. At the end of each line, you will find at least one error code. The invalid transactions list is more easily read if you print them at 132 columns. Read each code carefully; determine where the error is, and then work to fix it. Listed below is each error code, what it says, and what it means/how you fix it.

Transaction Type 01 and 03 contain the same information fields. They are SSN, Address, Sex Code, Birth Date, Entry Date, and Termination Date (if appropriate).

Transaction Type 02 and 04 contain the same information fields. They are SSN, Combinations 1, 2, and 3, Volunteer Name, and if appropriate the pieces of the Edit Austin/Award Hours Option (Total Years, Total Hours, Last Award Hours, and Last Award Date).

Transaction Type 05 and 10 contain the same information fields. They are SSN and Combinations 4, 5, and 6

Transaction Type 06 is a Regularly Scheduled Volunteer timecard.

Transaction Type 07 is an Occasional Hours Time Sheet.

REMEMBER: If you take each line separately, what looks like a major problem actually becomes little problems easy to fix.

| | | MESSAGE TEXT |
CODE	WHAT IT SAYS	WHAT IT MEANS and HOW YOU FIX IT
01	Invalid Transaction Type Code	No longer an active code.
02	Invalid Medical Center Number	No longer an active code

03	Invalid Social Security Number	The SSN is not acceptable. It is either missing completely, is incomplete, or if it a Pseudo #, check the formula to see if the numbers are correct. (How to create a Pseudo SSN is addressed in the user manual).
04	Street Address Not Left Justified	There is a space in front of the address. Just retype the street address and re-transmit the master record. Remember, if this is a new volunteer you must answer NO to the active in Austin question, even though it may prompt you to YES.
05	City Not Left Justified	There is a space in front of the city name. Just re-type the name of the city and retransmit the master record. Remember, if this is a new volunteer you must answer NO to the active in Austin question, even though it may prompt you to YES.
06	Invalid State Code	No longer an active code.
07 7 cont	Invalid Zip Code	The zip code is either missing or not complete. Correct the code and re-transmit the master record. Remember, if this is a new volunteer you must answer NO to the active in Austin question, even though it may prompt you to YES.
08	Invalid Sex Code	The sex code is missing. Since the sex code is a "set of codes" (B, G, M, or F), your local system will not allow you to enter any other letter or number. Therefore, the code must be missing. Using Register/Edit in the Master File Maintenance Menu, enter the correct sex code and retransmit the master record. Remember, if this is a new volunteer you must answer NO to the active in Austin question, even though it may prompt you to YES.
09	Invalid Birth Date	Birth date is either missing or a future date. Any date not in the current month (if you are in the first 6 workdays of a month the current month is last month i.e., January 4, 1999 is really December 1998), or older is considered a future date. Check birth date, correct it using the option Register/Edit in the Master File Maintenance Menu and re-transmit the master record to Austin. Remember, if this is a new volunteer you must answer NO to the active in Austin question, even though it may prompt you

		to YES.
10	Invalid Entry Date	Entry date is either missing or a future date. Correct entry date using the Register/edit under the Master File Maintenance Menu and re-transmit master record. Remember, We always work a month behind, so if you transmit on the 5th of August, an August date is a future date. Also, don't forget that if this is a new volunteer you must answer NO to the active in
10 cont		Austin question, even though it may prompt you to YES.
11	Invalid Termination Date	Termination date is missing, incomplete, or a future date. Remember, We always work a month behind, so if you transmit on the 5th of August, an August date is a future date. Correct the date by using Register/Edit in the Master File Maintenance Menu and mark the master record to retransmit. Since you are trying to terminate this record, you would always answer YES to the Active in Austin question because if the record was not in Austin there would be no need to terminate it.
12	Invalid First or Fourth Combination	Look at the combination listed in the first position on the line, you will find it immediately following the Social Security Number. There is something wrong with that combination. Determine what is wrong, correct the error using the option Add/Edit a Combination option in the Master File Maintenance Menu, and re-transmit the master record. The most often occurring problem is using any day code with 135A except R, D, H, or A. See "Adding a VAVS Committee Assignment" in your user manual.
13	Invalid Second or Fifth Combination	Look at the combination listed in the second position on the line. The first or fourth combination will follow the SSN; this combination will be immediately following the first or fourth combination. There is something
13 cont		wrong with that combination. Determine what is wrong, correct the error using the option Add/Edit a Combination option in the Master File Maintenance Menu, and re-transmit the master record. The most often occurring problem is using any day code with 135A

		except R, D, H, or A. See "Adding a VAVS Committee Assignment" in your user manual.
14	Invalid Third or Sixth Combination	Look at the combination listed in the third position on the line. You will find it following the SSN and then count off 16 spaces. This combination will start in the 17 space. There is something wrong with that combination. Determine what is wrong, correct the error using the option Add/Edit a Combination option in the Master File Maintenance Menu, and re-transmit the master record. The most often occurring problem is using any day code with 135A except R, D, H, or A. See "Adding a VAVS Committee Assignment" in your user manual.
15	Invalid Years of Service	If you get this code, call me. 700/727/7142 I can't imagine what would cause it.
16	Invalid Total Cumulative Hours	The total hours you transmitted were all zeros. Using the Edit Austin Award/Hours option in the Master File Maintenance Menu, enter the total number of hours for the volunteer at the end of the last fiscal year. You would never add hours for the current fiscal year because the Austin system will automatically do that for you. Remember the number you enter must be total hours, not just the missing hours, unless the number is the same.
17	Invalid Last Award Hours	You have entered a number other than an existing award. It doesn't want the number of hours the volunteer had, but rather the number of hours of the last award he/she received. (100, 300, 500, 750, etc.) Using the Edit Award/hours option in the Master File Maintenance Menu, enter the last award the volunteer received and re-transmit.
18	Invalid Last Award Mo/Yr	Date is partially missing or a future date. Using the Edit Award/hours option, in the Master File Maintenance Menu, enter the month/year the volunteer received his/her last award and re-transmit.
19	Last Name Not Left Justified	No longer an active code. This can not happen because the system will not allow you to enter a name with a space in front of it.
20	First Name Not Left Justified	No longer an active code. This can not happen because the system will not allow you to enter

		a name with a space in front of it.
21	Invalid Hospital Use Only Code	No longer an active code.
22	Invalid Month	No longer an active code. This pertained to the date on the timecards, and the system enters this date.
23	Invalid Year	This is a timecard that has not been backdated, and is not the current month. Using the option Mark Timecard for Re-transmission in the Transmission Menu, Preparation Menu, select single card, and follow the steps. When it asks you if you want to edit or backdate the card, you always say YES, because you will need to BD the card. To do this you should hit returns down about 3 or 4 lines to the Backdate/Award Code line and type in BD. When you reach the bottom of the card it will ask you if you are sure you want this card to be transmitted. Always answer YES.
24	Invalid Date Blocks	No longer an active code.
25	Invalid Number in Group	This is an Occasional timesheet (07). The number in the group is listed as all zeros. Anything else will either be accepted or not transmitted. No occasional timesheet is transmitted if data is missing. Using the option Mark Occasional Time Sheet for Re-transmission, follow the steps to reset this entry for transmission. It does not need to be backdated, and will automatically transmit when you send the occasional hours next month. If you do not know the ID Number of that entry, you can enter a "?" and it will show
25 cont		you all of the occasional entries. Scroll down through them until you find the correct entry and then enter that ID Number. Go to the line that needs corrected and enter the data. Yes you want to mark it for transmission. This will transmit automatically with the next transmission of Occasional Hours.
26	Invalid Total Hours	This is an Occasional timesheet. The number of hours is listed as all zeros. Anything else will either be accepted or not transmitted. To fix this problem, see error code 25. The only difference is which field you are correcting.
27	Invalid Date	This is an Occasional timesheet. The date is

incomplete. All Occasional timesheets must have a specific day date (MM-DD-YYYY). Anything else will either be accepted or not transmitted. No occasional timesheet is transmitted if data is missing. This error is corrected the same as code 25.

| 28 | Birth Date Not Consistent With Sex Code | This means you entered a M (male) or F (female) as a sex code for a volunteer who is under 19 years of age. To correct this problem, use the Register/Edit option under the Master File Maintenance Menu. Go to the sex code line and type either a B or G as appropriate. Then re-transmit the master record. NOTE: To avoid this error, always enter a B or G for every new volunteer. The system will automatically upgrade it to an M or F if appropriate, but will not downgrade to a B or G. |
| 29 | Incomplete Combination | Look at the combination on the line. It will be located immediately after the SSN. Some part of it is missing. Determine which part is missing and then using the option Add/Edit Combinations under the Master File Maintenance Menu, select the combination and retype the portion that is missing. Then re-transmit the master record. Also, don't forget that if this is a new volunteer you must answer NO to the active in Austin question, even though it may prompt you to YES. |

30	Invalid or missing 01-02 Combination	This is not the line with the error. When a record reaches Austin, the system breaks the record into 2 or 3 lines. When entering a new volunteer, all components must be accepted or none can be accepted. This code tells you that this is not the line with the problem, but look at the other one to find the error. In other words, You won't take my brother and they won't let me go without him. Look at the other error codes either on the line above or below this. When you make the correction to the other line, this part will transmit with it automatically.
31	Invalid or Missing 01-02-05 Combination	This is the same as error code 30. You correct it the same way.
32	Duplicate Transactions	You have transmitted the same transaction twice. The system rejects the second entry if they are exactly the same, because that data is already there. In this case, no other action is necessary.
33	Duplicate Combination	This combination already exists in Austin for this volunteer and it rejects this one as a duplicate. Using the Add/Edit Combination option under the Master File Maintenance Menu, change the new combination to another day or service code and transmit the change to Austin.
34	Days in Month Exceeded	No longer an active code. The Austin system will only accept 26 entries for any one assignment for the month. The system will not allow a timecard to transmit with more than 26 days on it. It will, however, notify you of the problem when you do your roll-up. If you fail to fix the problem by either combining the entries or putting some of them on another timecard, the system will just drop any entries over 26.
35	Organization-Schedule-Service Codes Invalid	There is something wrong with the volunteer's combination. Look as each component of the combination, and determine what is wrong. Use Add/edit Combination option under the Master File Maintenance Menu to make the correction and transmit the record to Austin.
36	Organization and/or Service Code Invalid	This is essentially the same as #35. Correct it the same way.
37	Duplicate Timecard	This means you transmitted the same timecard

twice. Nothing more is required. If however, you changed the hours on the card and retransmitted it a second time in the same month, you will need to send the timecard again. Never send the same timecard twice in one month, even if you change the hours. The Austin system only checks up to and including the date. If the data matches the card already there, it will reject the second card. See error code 57 for how to reset this card for transmission.

40	Invalid Deletion Record - No matching master record	No longer an active code.
41	Invalid Transaction Type 01 Record	Means you transmitted a master record and said NO to the Active in Austin question, and should have said YES. The volunteer's record is already in Austin. To fix this, use the Mark Master Record for Transmission to Austin under the Master File Maintenance Menu and say YES to the Active in Austin question. If however, you were simply trying to reactivate the record and there were no changes to the record, it is not necessary to retransmit. NOTE: Always check the CURRENT Alpha list from Austin to see if the volunteer is listed. If he/she is listed, the answer to the Active in Austin question is always YES, even if the Alpha list has a termination date. Remember, what you see on the screen of your computer and what you see on the Alpha list from Austin are not always the same. They are two different systems.
42	Zip code not consistent with Austin zip code table. Check accuracy of zip code and correct.	**THIS IS NOT A REJECTION CODE**. This code means the zip code you transmitted to Austin for this volunteer does not match the code in the system in Austin. The Post Office updates the table in Austin periodically and the system may have either a newer or older code than you show in your system. It DID NOT reject the record. You will need to check the
42 cont		zip code (if necessary, call the post office) and make corrections as necessary and retransmit. To correct this problem, use the Register/Edit option under the Master File Maintenance

		Menu, make the change and retransmit the record. If you don't correct the code, you will receive this error code whenever you transmit the master record.
43	Invalid Transaction Type 02 Record - Master record has already been established for this social security number	This error code is the same as #41 and #45. The difference is this refers to a different part of the master record. Correct this the same way as 41 or 45. NOTE: If you have corrected 41 or 45, the 43 code is automatically fixed at the same time.
44	Reserved	Not an active code.
45	Invalid Transaction Type 05 Record - Master record has already been established for this social security number.	This code is the same as #41 and #43. When you correct the 41 or 43 code, you have corrected this one at the same time.
46	Invalid Transaction Type 03 Record - No matching master record	This means that when you transmitted this master record to Austin, you answered YES to the Active in Austin question and this volunteer record is not on the Austin System. To correct this problem, use the Mark Master Record for Transmission to Austin option under the Master File Maintenance Menu. Be sure to answer NO to the Active in Austin question, even though it may prompt you to YES. This error goes with error codes #49, and #51. When you correct one of them they are all corrected.
47	Invalid Transaction Type 03 Record - The master record for this social security number has been terminated	This means the master record for this volunteer has been terminated in Austin. The record is still there, but is not active. Before you can do anything with this record in Austin, you must reactivate the record. Using the Register/Edit option under the Master File Maintenance Menu, enter the volunteer's name. It should tell you the record has been terminated and no further action is allowed. Do you want to reactivate this volunteer? Tell it YES. Then go to the bottom of the record and mark it to
47 cont.		transmit to Austin. Always answer YES to the Active in Austin question. If when you enter Register/edit and type in the volunteer's name, if it does not tell you the volunteer is terminated, you must go to the second section

and enter a termination date. Once you have entered the date on the termination date line, exit from the record and go back into the record and reactivate it again. Answer YES to the "transmit" question and the "Active in Austin" question.

48	Invalid Transaction Type 03 Record - The master record for this social security number is already active	When a volunteer is terminated in Austin and you want to reactivate the record, the system will put 4 *s in the termination date field when it transmits to Austin. If the volunteer is already active, not terminated, you will receive this error. In most cases there is no need to do anything more. If you were changing other data in the record besides the removal of the termination date, you may have to mark the record to transmit again. Use the Mark Master Record for Transmission to Austin option under the Master File Maintenance Menu. Answer YES to the Active in Austin question.
49	Invalid Transaction Type 04 Record - No matching master record	This error goes with #46 and #51. Please refer to error code #46 for the procedure for correction. Once you have corrected the #46 code, this error has been corrected as well.
50	Invalid Transaction type 04 Record - The master record for this social security number has been terminated.	This error code goes with #47 and #52. Refer to error code #47 for the procedure to correct this. Once the #47 code has been corrected, this is automatically corrected at the same time.
51	Invalid Transaction Type 10 Record - No matching master record.	This error goes with #46 and #49. Please refer to error code #46 for the procedure for correction. Once you have corrected the #46 code, this error has been corrected as well.
52	Invalid Transaction Type 10 Record - The master record for this social security number has been terminated.	This error code goes with #47 and #50. Refer to error code #47 for the procedure to correct this. Once the #47 code has been corrected, this is automatically corrected at the same time.

53	Invalid Transaction Type 08 - No matching master record.	No longer an active code. Transaction Type 08 was deleted from the system a number of years ago.
54	Invalid Transaction Type 08 Record - The master record for this social security number has been terminated.	No longer an active code. Transaction Type 08 was deleted from the system a number of years ago.
55	Invalid Transaction Type 11 Record - No matching master record	No longer an active code. Transaction Type 11 was deleted from the system a number of years ago.
56	Invalid Transaction Type 11 Record - The master record for this social security number has been terminated.	No longer an active code. Transaction Type 11 was deleted from the system a number of years ago.
57	Invalid Transaction Type 06 Record - No matching master record.	This is a timecard error. What it means is that the master record for this timecard is not in Austin. To correct this problem, you must first mark the master record to transmit to Austin and answer NO to the active in Austin question. Then you must Mark Timecard for Re-Transmission to Austin. You will find this option under the Transmission Menu, Preparation half. MT is the option you need. Always select single card, and then follow the steps. It will ask you if you want to edit or backdate the card. You always tell it YES. Then you go down about 3 or 4 lines to the Backdate/Award Code line and type in BD. You can then do a ^ <ret> which will drop you to the bottom of the timecard. Once you reach the bottom of the card, tell it YES, you want the card marked for transmission. That sets the card to transmit and the next time you transmit timecards, this card will automatically go with the current month's timecard. NOTE: This error may or may not be clustered with the 46, 49, and 51 codes.
58	Invalid Transaction Type 06 Record - The matching master record for this SSN has been terminated.	Once you have reactivated the master record (see error code #47), you will need to do the same steps with this card as error #57. This will mark this timecard to retransmit to Austin.
59	Invalid Transaction Type	This means that the combination on this

06 Record - No matching organization/assignment combination on the master record.

timecard is not an active assignment in Austin for this volunteer. Usually, this is caused when you change an assignment during the month and fail to merge the old card and new card before transmitting. There are two different things that could happen here. The first is that although you changed the combination, the volunteer only worked for the old assignment and that is the only card. You will need to correct this situation the same way you would error code #57, except that you will need to edit the combination on that card to the new assignment. Let's say you changed the organization code from 126 to 043. If the only card there is the 126 card you will need to retype the first line of the timecard to reflect the new code (026Q132 to 043Q132), on the next line you should again change the organization code to the new code. You would of course change things the same way if the service assignment has been changed. Then finish as for error code #57. If bot the new and the old cards exist, you should mark the new card the same as error code #57, making sure that you add the hours from the old assignment to the new timecard. Be careful not to enter the hours on a day that already has time listed. Remember: The Austin system overlays what is there, it does not add the hours to the card. So if the volunteer had a total of 10 hours on the old card and 15 hours on the new card, when you mark the card to re-transmit it should have a total of 25 hours showing on the new card.

The other possible problem is that you transmitted the timecard and either failed to transmit the master record change or for some reason the master record change was rejected.

60   Duplicate - combination already in master file.

This means that you tried to enter the same combination that is already in Austin for this volunteer. Look at the Alpha list from Austin

60
cont.

and the Master Record Display/Print Option in the Master File Maintenance Menu and look at the combinations. Since you can only delete

		combinations during the month of October, it will be necessary to change this combination to another assignment, something different than the already existing combinations for this volunteer.
61	The month to be backdated is more than 12 months old.	This is a timecard error. It means that the date on the timecard is more than 12 months old. You will need to put these hours on a current timecard or use the Edit Austin/Award Hours option under the Master File Maintenance Menu to enter these hours. If you put these hours on a timecard, remember that you must do the roll-up to create the timecard before you can edit the card. Never re-post the hours to the daily entries, as this will double the hours in you View Daily Entries option. Just edit the current timecard and put the hours on it before you transmit.
62	Volunteer's cumulative hours do not qualify for this award.	When entering an award code for a volunteer, you must be sure that the volunteer has the number of required hours prior to the month the code is entered. Do not count the hours for the current month, as the Austin system will see the code before it sees the current month's hours. The number of hours required for any award is the award hours listed, for example, 100, 300, 500, etc. Do not use the potential hours on the Potential Award List that you receive from Austin in October. When the volunteer has the required number of hours for the award, you can post the code on the CURRENT month timecard. Never attempt to put it on a past timecard as the Award Code and the Backdate are in the same space.
63	Master record already contains six combinations.	This is no longer an active code. The system will no longer allow you to enter more than 6 separate combinations.
64	This transaction deletes all the combinations in the master record.	The Austin system will not allow you to delete all 6 combinations. To be a viable record in Austin the record must have at least 1
64 cont.		combination. If the volunteer no longer works at any assignment, you should probably just terminate the record. If the volunteer is still an active volunteer, you will need to make sure that the correct combination is listed in the

		volunteer record, both at your station and in Austin.
65	This transaction is not compatible with the other transactions for this social security number.	This is no longer an active code. When the system used keypunching to transmit to Austin, you were not able to combine certain transactions during one month. This no longer applies.

Monthly Updating of Information from Austin AC

On the seventh workday of the month, your computer system will receive a message from the Austin AC updating total hours, total years, termination dates, last award hours, and date of last award for each regularly scheduled volunteer. There is no need for you to do anything, as the process will be automatic. You will, however, receive one or more confirmation messages from the Austin AC to the mailgroup NST. You do not need to hunt for these messages. As long as you are a member of the NST mail group, it will appear in your in basket. It will look like this:

```
MailMan message for SMITH,COLLENE A  CHIEF VOLUNTARY SERVICE
Subj: Server Request Notice [#1541898] 04 Mar 94 14:47  21 Lines
From: POSTMASTER FOC  in 'IN' basket.          Page 1
```

```
                 Mar. 4, 1994  2:46 PM

A request for execution of a server option has been received.

Sender:  POSTMASTER  Austin FOC
Option name:   ABSV SERVER
Subject: VAV/DOB #940591007446360
Message #: 1541757

Comments:  No errors detected by the Menu System.

             This is the server bulletin XQSERVER

Errors found while processing:

No errors found while processing.
```

If you have any information after the word Comments, *contact your IRM support person immediately.* If you receive any messages under the line that reads "Errors found while processing", you must make the appropriate corrections or changes to your master file. For instance, if there is a message reading:

```
Unable to post record for SSN 210-10-7934 due to record lock.
   YRS=15  TOT=1960  AWD HRS/DATE/CODE=1750/APR 1992/12  TERM DATE=
```

Chances are this volunteer's master record has been terminated *in your system*. There is some kind of error. It might be an incorrect station number or a deleted SSN. In all instances, the message will give you the current information for the SSN with a problem, allowing you to correct the error and then save the current information.

Yearly Update for Purged Volunteers

Each October, when the processing for the month of September occurs, the Austin system will purge all records of volunteers who are listed as terminated in Austin. When this happens, your station will receive a server message entering a purge date in the master record of each volunteer purged from Austin. This process is important because it sets your system to remind you that the volunteer has been purged when you go to reactivate later.

When this happens, you will receive a mailmessage much like the monthly server message you receive for updating hours, years, etc. There is no need for you to do anything with this, it is merely informing you that the process has occurred.

Auto Log-in Management Menu

This menu enables the volunteers to log their own time onto the computer, thus eliminating the need for you to send the time posting the hours each month.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

     S   Start Volunteer Log-in Program
     H   Halt Volunteer Log-in Program
     T   Transfer Time to Daily Time File
     L   List of Volunteers Who are Logged In

Introduction To Automatic Log-in

In the past, Voluntary Personnel and Volunteers have spent a good amount of their time keeping track of volunteer hours. They have to sign volunteers in and out, keep track of meal tickets, and post hours to the Daily Record, etc. At a large medical center with 2000 volunteers, this whole process tends to take on geometric proportions. There could be hundreds of volunteers a month signing in and out with an average of 2 or more combination codes each, which could easily add up to 3000 or more transactions a month to be posted to the daily record.

The VISTA Volunteer Management package can do the following for you:

    1. Eliminate posting of hours and combination codes by the staff or   volunteers.

    2. Automatically generate individual meal tickets or meal ticket lists that can be sent directly to the Canteen.

    3. Eliminates the need for the volunteer to log-out.

Your volunteers simply walk up to a CRT and sign themselves in. They will have their own unique and personal log-in codes based upon a simple formula (First initial of their last name + last four SSN digits: If Hattie Smith's SSN number is 455-45-9009, her log-in code is S9009. They will enter the hours they intend to work for that day which will be recorded by the computer. Combination codes are also captured. Volunteers also tell the computer if they intend to eat lunch and if they are, the computer generates a meal list with their name on it or if your station is using the meal ticket printers, it will print out a meal ticket.

First you have to coordinate a few items with your Site Manager.

1. CRTs have to be made available for volunteer log-ins. These CRTs must be located in an easily accessible area that can be secured after hours. This system is capable of running more than one CRT at a time in different locations throughout the facility or in remote facilities.

2. To be able to start up the Auto Log-in program on a remote CRT, the remote CRT must be configured as a tied terminal, (Host Initiated Connect - HIC, for you MSM sites. That means your Site Manager will enter it in the DEVICE file and the MUX tables. This is exactly like hooking up a printer, except that the terminal type is appropriate to the CRT type being used.

.   Enter your site parameters into your Site Parameters file. You will want to use the Add/Edit Site Parameters option to do this. It allows you to enter meal ticket prices, update the screen saver information, and select whether you want a meal list or meal tickets.

4. Train your volunteers. Volunteer log-in codes will be automatically assigned after Voluntary Service enters the volunteers' names in the Master file. You have to tell each volunteer what their code is and show them how to log-in. This process is explained in the section titled: "Start Volunteer Log-in Program."

Start Volunteer Log-in Program

This option begins the Automatic Log-in process. Remember to turn on the CRT designated for volunteer log-ins. This CRT should be located in an area easily accessible to your volunteers but able to be locked up after hours.

Your IRM Site Manager should have designated a device number dedicated to this CRT much in the same way printers are assigned their own individual device numbers. The Start Volunteer Log-in option will ask you for this device number. TaskMan will then queue the program to run on this CRT. The program will loop through the Log-in dialogue every two minutes until you run the Halt option or stop it manually using the
 * ^ * special characters.

What the volunteers will see on the CRT.

When the program sits idle for two minutes, it will drop into a Screen Saver program which will move around the screen randomly. The volunteer just needs to press any key to activate the regular log-in program.

Example:

```
Select Volunteer Timekeeping Activity Option:  Auto Log-in Management Menu

Select Auto Log-in Management Menu Option: Start Volunteer Log-in Program

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Volunteer Log-in DEVICE:  A116    Enter the Device # of the CRT or press return.
```

The screen saver looks something like this:

```
            Good Afternoon, Welcome to the James Van Zandt
                        VA Medical Center.

                     Press Any Key to Log-in.
```

At this point, press any key to continue.
```
Welcome to the Volunteer Automated Timekeeping System.

   Enter your VOLUNTEER CODE now.
```

```
CODE: alsdkf   Note:  the code you type in is not displayed on the screen for security
```
purposes.

```
Please enter the First character of your last name followed by the last 4
numbers of your Social Security Number.
```

CODE: **R7098** BECKER CLARENCE

Good Morning, Clarence

   You don't appear to be an ACTIVE Volunteer. Please contact Voluntary
Service for assistance.

CODE: **S9089**   I'm sorry your code appears to be invalid. Please try again.

Note: If you enter a wrong code, incomplete code or terminated code, the program responds with a variety of error messages.

CODE: **S9009**   SMITH,HATTIE

Good Morning, Hattie

Valid Combinations for SMITH,HATTIE at Station 503 are:
1. THE SALVATION ARMY   SERVICE: RECREATION SECTION

2. DISABLED AMERICAN VETERANS   SERVICE: LIBRARY

Select Combination Number: **1**
How many hours will you be working?: (1-9): **5**
Will you be eating lunch today? YES// **<RET>** Note: Remember, if you have entered NO in the Eligible for meals field of the master record, the system will not ask this question, no matter how many hours the volunteer signs in for.

Thank you. LOG-IN has been completed.

If you are eating lunch remember that your meal ticket will only pay for the
first $4.00 of the meal price.

If you have any questions please see the secretary.

CODE: ***^*** Note: If you are at the log-in terminal, and want to halt the program, you should enter * ^ * [asterisk, up arrow, asterisk] at this CODE prompt and it will terminate the program just as if you had run the halt option.
Select Volunteer Timekeeping Activity Option: auto Log-In Management Menu

Select Auto Log-In Management Menu Option: transfer Time to Daily Time File

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// 503a   VOLUNTARY
TEST(ALTOONA
 GAMES)   PA   VAMC   503A
5
03A

QUEUE TO PRINT ON:
DEVICE: vol1b VOL. DESKJET   Right Margin: 96//

```
Do you want to transfer Temporary Log to Daily Time File now? NO //  YES
Are you sure? YES// <RET>
Do you want this transfer to occur each day? NO// y  (YES)

QUEUE TO PRINT ON:
DEVICE:  VOL1B

Enter DATE & TIME to print. NOW// t@2330  (JUN 04, 1999@23:30)
  <Request Queued>
```
Once you have told the system what time you want the transfer to occur, it will automatically transfer at this time every day. CAUTION: Even though you have set it to transfer, it will continue to ask the question. You should not answer yes again as doing so will set it to transfer more than once a day. If this accidently happens, ask IRM to kill the jobs in TaskMan for you.

Bilingual Adaptation To Auto Log-in

This feature of the program is designed for use at stations that have a number of volunteers whose primary language is other than English and want the Auto Log-in to be in both English and Spanish. To use this option, you must first edit the Site Parameter file, identifying that you are a bilingual site and which language is the primary (Default) language, and which is the alternate language. Once you have done, that the Auto Log-in will look much the same except there will be one sentence in the alternate language on the screen when the volunteer starts to sign in.

At the present time, the only languages available are English and Spanish. If your station has a number of volunteers who use another language as their primary language and you want to use this language on the Auto Log-in program, please contact the development site for assistance in setting up the desired language.

Example:

```
Welcome to the Volunteer Automated Timekeeping System.

   (Para leer esto en espanol por favor entre EEE nenel CODE: prompto.)
```
This says: If you want to read this in Spanish, please enter EEE at the CODE prompt.

```
   Enter your VOLUNTEER CODE now.
```

`CODE:` **EEE**   After you have entered the EEE at this prompt, the screen will look like this:

```
Bienvenido al Sistema Automatico de Entrar Horas.

Entre su Codigo de Voluntario ahora
```

`CODIGO:` **S4456**   `SMITH,CINDY`   To read this in English, please enter EEE at the CODIGO prompt.

Once the volunteer has completed the log-in process, the computer will automatically switch back to the default language. After the volunteer requests the alternate language once, it will no longer be necessary for the volunteer to request the screen change again. When the volunteer enters his/her code, the program will remember his/her preferred language and automatically change.

Halt Volunteer Log-in Program

This option stops the automatic log-in program. If you desire, you may leave the program running 24 hours a day. This will not hurt the system. You may halt all terminals running the log-in, or you may halt just one remote terminal using this option.

Since the Automatic Log-in program runs in two-minute cycles, there will be a short delay when attempting to halt the program using this option. This is entirely normal.

Note: You may also halt the Automatic Log-in program on any specific terminal by typing in the special characters *^* at the CODE prompt of the terminal you wish to halt. In order to halt a specific terminal rather than all terminals, the terminal must be a dedicated terminal and have an assigned name or number.

Example #1: how to stop all terminals at one time.

```
Select Volunteer Timekeeping Activity Option:  Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:  Halt Volunteer Log-in Program

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET> ALTOONA VAMC...

Select Auto Log-In Management Menu Option: halt Volunteer Log-in Program

Do you want to stop all Auto Log-in Terminals for station 503? YES// <RET>

        Volunteer Log-in Program will halt in 2 minutes
Do you want to transfer entries from Temporary Log to Daily Time File now?
NO// No
```
If you have already programmed the system to automatically transfer the log, you should always answer NO to this question. If you have not already programmed it please read the section on "Transfer Time to Daily Time File."

Example #2 How to stop one remote terminal at a time.

```
Select Volunteer Timekeeping Activity Option:  Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:  Halt Volunteer Log-in Program

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET> ALTOONA VAMC...

Select Auto Log-In Management Menu Option: halt Volunteer Log-in Program

Do you want to stop all Auto Log-in Terminals for station 503? YES// N  (NO)
Select Device You Wish to Stop: VOLAUTO  VOLUNTARY SERVICE

Select Device You Wish to Stop: <RET>  TCP/IP

        Volunteer Log-in Program will halt in 2 minutes
```

```
Do you want to transfer entries from Temporary Log to Daily Time File now?
NO// No
```

Transfer Time to Daily Time File

As your volunteers sign in, their time is held in a temporary file. At least once a day, you should move these entries to the Daily Time file where they will be permanently recorded. The Transfer Time to Daily Time File option performs this function.   After posting entries to the Daily Time file, the temporary log is initialized so that there is no danger of posting the same entry twice. The program gives you the option to automatically transfer this data at the same time everyday without you having to remember to do it. You need not use this automatic transfer if you don't want to, but it is important that you do transfer the entries regularly, preferably daily, but at least weekly. Setting the system to transfer automatically solves the problem of remembering to do the transfer. Remember: if you fail to transfer the auto log-in entries for the month before doing a roll up, you may be losing hours. The automatic transfer takes care of this problem for you.

Example:

```
Select Volunteer Timekeeping Activity Option: Auto Log-In Management Menu

Select Auto Log-In Management Menu Option: Transfer Time to Daily Time File

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// 503  ALTOONA  PA VAMC 503

Do you want this transfer to occur each day? NO// Y  (YES)
```
It is important that you answer YES to this question only once. If one or more people answer this question, the system will transfer the log as many times as it has been told to which will result in printouts that say "No Records to Print." If this happens, ask IRM to kill the job(s) in TaskMan and then you can reset the transfer to the time desired. Tell IRM to look for the following:

```
QUEUE TO PRINT ON: <RET>
DEVICE: VOL1B  VOL. DESKJET    Right Margin: 96//

Enter DATE & TIME to print. NOW// T@2330  (JUN 05, 1999@23:30)
```
You can set it to transfer at any time you desire. We do, however, recommend that you set it to print after regular working hours especially if you leave the terminal running all the time. If you transfer the log during the day or more than once, it creates the possibility of a volunteer logging in more than once for the same day.

Always remember to leave your printer on at all times.

```
  <Request Queued>

VOLUNTEER AUTOMATIC LOG-IN TRANSFER RECORD     JAN 26,1993  11:26 PAGE 1
                                        TOTAL
VOLUNTEER NAME                          HOURS    COMBINATION
_____

        TRANSFER SUCCESSFUL?:   YES
          DATE: JAN 26,1993
HOLLOWS,MARGARET                          6        061T170
```

```
SMITH,HATTIE                              4         081H117
SOLMAN,LEO                                7         301Q122S
WEAVER,BUD                                8         277T135E
                                        ----       --------
SUBTOTAL                                 25
SUBCOUNT                                            4
                                        ----       --------
TOTAL                                    25
COUNT                                               4
```

On an additional page you will receive the following message:

```
NO ERRORS FOUND DURING TRANSFER
45 RECORDS TRANSFERRED AND DELETED.
```

List Of Volunteers Who Are Logged In

This option gives you a quick and easy way to see who is signed in for the current day. This option only works with the Auto-Log-in program and is only available for use prior to the transfer of the temporary file.

This list is divided into two parts, the first part of the list shows all volunteers signed in today, in alphabetical order, that are authorized and planning to eat lunch. The second part of the list shows all volunteers signed in today, in alphabetical order, that are not listed for lunch.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option:  Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:  List of Volunteers Who are Logged
In

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>  ALTOONA VAMC 503
```

DEVICE: **<RET>**   VIRTUAL   RIGHT MARGIN: 80// **<RET>** If you want a hard copy, enter the printer name or   number at this prompt

```
LIST OF VOLUNTEERS SIGNED IN                 APR 27,1993  13:10    PAGE 1
                                                         MEAL       TOTAL
NAME                       DATE         COMBINATION      TICKET     HOURS
_____


BENNETT,JON                APR 27,1993      301Q122S      YES       5
HEININGER,DORIS            APR 27,1993      109Q136       YES       7
.
.
WOLFE,WALTER               APR 27,1993      043Q133       YES       5
ECKERT,GERRI               APR 27,1993      004T119                 4
MILLER,GEORGE              APR 27,1993      004J135E                3
                                                                   ___
TOTAL                                                              243
```

Reports Menu

This menu is designed to provide you with a variety of reports. These reports provide detailed or summary information for organizations or services, as well as other information for use by Voluntary Service. The Reports Menu is divided into two sections, Timekeeping Reports and Occasional Reports.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    T   Timekeeping Reports Menu

         D   Detailed Organization Listing
         SD   Service Detail Listing (SD)
         O   Organization Summary Report
         SS   Service Summary Report (SS)
         I   Individual Organization Detail Listing
         PA   Potential Award List
         P   Print Selected Service Detail Listing
         W   Weekly Work Summary for Voluntary Service
         SO   Selected Organizations (Condensed Output)
         CO   Condensed Organization Detail (ALL ORGANIZATIONS)
         SI   Sign-In Code List

    O   Occasional Hours Reports Menu

         T   Time Sheet Listing - by Date
         O   Organization Report
         SER   Service Report
         SEL   Selected Organizations Print

Timekeeping Reports Menu

Detailed Organization Listing (All Organizations)

This option produces a detailed report for all organizations that had volunteer hours credited to it for ONE month. This is a 222 column report. We suggest you print it out at about 16 pitch on wide column paper, or print it landscape at about 16 pitch on legal-size paper (14" long).

Caution: This report can be very long, depending on the number of volunteers at your station. It may take a long time to print and use a large amount of paper.

Example:
```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Detailed Organization Listing (ALL
ORGANIZATIONS)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

START WITH MONTH/YEAR: 1093     (OCT 1993)
DEVICE:  VOL1C  VOL. DESKJET 16 PITCH   RIGHT MARGIN: 170// 222
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)
```

NAME	MONTH/YEAR	TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	.DAY .31

VOLUNTEER HOURS BY ORGANIZATION   NOV 6,1993 15:26 PAGE 1

    ORGANIZATION NAME: DISABLED AMERICAN VETERANS

NAME	MONTH/YEAR	TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	.DAY .31
JONES,DONALD	OCT 1993	14	4	4	4	4	
SMITH,HATTIE	OCT 1993	38		9		2	
SUBTOTAL		76	12	13	12	6	
SUBCOUNT		3	2	2	2	2	
SUBMEAN		22	4	4.1	4	3	

    ORGANIZATION NAME: DISABLED AMERICAN VETERANS AUX.

NAME	MONTH/YEAR	TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	.DAY .31
PEPPER,SANDRA	OCT 1993	30	4	4		8	
SUBTOTAL		30	4	4		8	
SUBCOUNT		1	1	1		1	
SUBMEAN		30	4	4		8	
TOTAL		10	17	12		14	
COUNT		4	3	3	2	3	

```
MEAN                              26.5        5.3   5.6   6     2.6
```

Service Detail Listing (SD)

Use this option to produce a report showing how many hours were worked by volunteers for each individual service.

Because there are two options in this menu starting with the letter S, you can select either option by using a two letter abbreviation.

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: SD    Service Detail Listing

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

START WITH MONTH/YEAR: FIRST//   10/93    (OCT 1993)
GO TO MONTH/YEAR: LAST //   10/93   (OCT 1993)
DEVICE: VOL1B      <RET> RIGHT MARGIN: 80//

VOLUNTEER HOURS WORKED BY SERVICE            NOV 6,1993 15:26 PAGE 1


                                             TOTAL
                                             HOURS
SERVICE              NAME           MONTH/YEAR   WORKED

_____

CHAPLAIN SERVICE     POPYAK,EDWARD    OCT 1993      23
                     SMITH,HATTIE     OCT 1993      38
                     ZANE,ROBERT      OCT 1993       2

SUBTOTAL                                           63

VOLUNTEER HOURS WORKED BY SERVICE            NOV 6,1993 15:26 PAGE 2


                                             TOTAL
                                             HOURS
SERVICE              NAME           MONTH/YEAR   WORKED

_____

LIBRARY SERVICE      BROWN,BONNIE     OCT 1993      18
                     DUCK,DAFFY       OCT 1993      22
                     MOUSE,MINNIE     OCT 1993      40

SUBTOTAL                                           80
```

Organization Summary Report

This is a sister option to the Detailed Organization Listing. It is a brief, concise summary of the daily hours credited to an organization but does not list any volunteer names. It simply presents the Monthly Hours Worked totals for selected organizations. The report also presents hourly totals broken down on a daily basis.

Note: This is a 222 column report. We suggest you print it out at about 16 pitch on wide column paper, or print it landscape at about 16 pitch on legal-size paper (14" long). Remember, it will print out all the organizations and can be quite a long report.

```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Organization Summary Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

START WITH MONTH/YEAR: FIRST// 1093  (OCT 1993)
GO TO MONTH/YEAR: LAST // 1093  (OCT 1993)
DEVICE: VOL1H    RIGHT MARGIN: 222// <RET>


VOLUNTEER HOURS BY ORGANIZATION (SUMMARY)      NOV 6,1993 15:30 PAGE 1
     TOTAL
     HOURS    DAY   DAY   DAY   DAY   DAY   DAY   DAY   DAY   DAY..DAY
     WORKED   1     2     3     4     5     6     7     8     9     31
```

```
     ORGANIZATION: AMERICAN RED CROSS
        MONTH/YEAR: OCT 1993
SUBTOTAL 120   16    0     0     0     24    4     9
SUBCOUNT 3     2     0     0     0     3     1     1     0     0
SUBMEAN  40
```

Here you should know that SUBCOUNT represents the total number of volunteers who worked for that organization and SUBMEAN is the average number of hours worked by each volunteer listed. What this report says is that three volunteers worked a total of 120 hours in the month of October representing the American Red Cross.

Service Summary Report (SS)

Voluntary Service is often interested in knowing who their best customers are within the VAMC. The Service Summary Report is a very simple, straightforward printout that tells you how volunteer hours have been allocated between the services for a particular time period. It will help you pinpoint who the high and low users are and where your resources are being spent.

Let's go back three months in time and print a report. Services that do not use volunteers are not listed in the report.

```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Service Summary Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOO

START WITH MONTH/YEAR: FIRST//  08/93
GO TO MONTH/YEAR: LAST //   09/93
DEVICE :   VOL1B      RIGHT MARGIN: 80// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//  <RET>

VOLUNTEER HOURS WORKED BY SERVICE (SUMMARY)        NOV 6,1993 14:33 PAGE 1
              TOTAL
              HOURS
              WORKED
_____

       SERVICE:  LIBRARY SERVICE

       MONTH/YEAR:  AUG 1993
SUBTOTAL        9

       MONTH/YEAR:  SEP 1993
SUBTOTAL        20
SUBTOTAL        29
       SERVICE: CHAPLAIN SERVICE

       MONTH/YEAR: AUG 1993
SUBTOTAL        25

       MONTH/YEAR: SEP 1993
SUBTOTAL        30
SUBTOTAL        55
TOTAL           84
```

Individual Organization Detail Listing

This option produces a printed report for selected organizations that had volunteer hours credited to them for one or more months. Instead of printing out the entire list, you can pick and choose the organizations you want to see, thereby customizing the report to your needs. The report provides subtotals for each individual service and a grand total at the end.

Note: This is a 222 column report. We suggest you print it out at about 16 pitch on wide column paper, or landscape on legal-size (14") paper.

```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Individual Organization Detail

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Using this option you may select up to 10 organizations to print out per
session.

Select Organization #1:  002    AMERICAN LEGION
Select Organization #2: DAV    017  DISABLED AMER VETERANS DAV   Continue
```
selecting until you have chosen all you want.

```
Select Beginning Month/Year:  0892   (AUG 1992)
Select Ending Month: AUG 1992// <RET>
DEVICE: VOL1H

Enter DATE & TIME to print. NOW// <RET>  (SEP 6, 1993@13:33)  <Request Queued>
```

NAME	MONTH/YEAR	TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 31

VOLUNTEER HOURS BY ORGANIZATION   SEP 6,1993 13:33 PAGE 1

ORGANIZATION: DISABLED AMERICAN VETERANS

NAME	MONTH/YEAR	TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 31
POPYAK,EDWARD	OCT 1993	24	8		8			
JONES,DONALD	OCT 1993	14		4	4			4
SMITH,HATTIE	OCT 1993	38	4	9				2
SUBTOTAL		76	12	13	12	0	0	6
SUBCOUNT		3	2	2	2	0	0	2
SUBMEAN		22	4	4.1	4	0	0	3

Award Verification List

Have you ever wished you could run a printout showing your volunteers hours in conjunction with the last award received? Well here is the option for you. This listing will provide you with a list of all active volunteers starting with the volunteers who have received the highest awards and continue on down. This will enable you to keep track of the potential number of awards you may need to order, or it also can be used to verify that the award codes that were posted on timecards last month were accepted in Austin. Whatever you want to use it for, here it is.

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Award Verification List
*Previous selection: 503
START WITH STATION NUMBER: FIRST// 503
GO TO STATION NUMBER: LAST// 503
DEVICE: VOL1A VOL. DESKJET   RIGHT MARGIN: 132// <ret>
```
The output from this report is designed to be displayed/printed in 132 column format. Anything less may be unreadable.
```
DO YOU WANT YOUR OUTPUT QUEUED? NO// <ret>

VOLUNTEER AWARD/DATE LISTING                         APR 22,1998  19:12 PAGE 1

                   SOCIAL                  YEARS                HOURS  DATE     LAST
                   SECURITY    STATION       AT     HOURS       LAST   LAST     AWARD
VOLUNTEER          NUMBER      NUMBER      STATION  SERVED      AWARD  AWARD    CODE
-------------------------------------------------------------------------------------

BROWN,LOIS         120-43-8924  503          16       16358    12500  APR 1995  21
MOUSE,MICKEY       111-22-3333  503          22       15040    12500  APR 1995  21

MOUSE,MINNIE       222-11-4444  503          20       12502    10000  APR 1994  20




DUCK,DAFFY         888-88-8888  503           1         335     100   APR 1997  02

DONALD DUCK        999-99-9999  503
```

Print Selected Service Detail Listing

Only a few of your services want information at the end of each month. Instead of using the Service Detail Listing which prints the information for all services, you can use this option and save some trees.

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Print Selected Service Detail Listing

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...
   Using this option you may select up to 10 services to print out per
session.

Select Service #1: 119   PHARMACY SERVICE
Select Service #2: 118   NURSING SERVICE
Select Service #3: <RET>
Select Beginning Month/Year:  10/93 (OCT 1993)
Select Ending Month:  10/93   (OCT 1993)
DEVICE: VOL1B    <RET> RIGHT MARGIN: 80//

Enter DATE & TIME to print.  NOW// <RET>  NOV 16, 1993@10:33)  <Request
Queued>


VOLUNTEER HOURS BY SERVICE              NOV 16,1993 10:33 PAGE 1
SERVICE              NAME
                                                TOTAL
                                                HOURS
SERVICE              NAME           MONTH/YEAR  WORKED
_____

           SERVICE NAME: PHARMACY

PHARMACY SERVICE     POPYAK,EDWARD   OCT 1993      23
                     SMITH,HATTIE    OCT 1993      38
                     ZANE,ROBERT     OCT 1993       2

SUBTOTAL                                           63
```

```
VOLUNTEER HOURS WORKED BY SERVICE              NOV 16,1993 10:33 PAGE 2

                                               TOTAL
                                               HOURS
SERVICE               NAME           MONTH/YEAR  WORKED
_____


          SERVICE NAME: NURSING SERVICE

NURSING SERVICE       BROWN,BONNIE   OCT 1993       18
                      DUCK,DAFFY     OCT 1993       22
                      MOUSE,MINNIE   OCT 1993       40
                                                    __

SUBTOTAL                                            84
                                                    __

SUBTOTAL                                            84

TOTAL                                              147
```

Now you have the report to send to those services requesting it and still not waste paper.

Weekly Work Summary for Voluntary Service

This option provides information on all volunteers who worked during a designated period. It includes those signed in by Auto Log-in or those posted through the Daily Time Menu

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: Weekly Work Summary for Voluntary
Service

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

START WITH DATE WORKED: FIRST// 04/25
GO TO DATE WORKED: LAST// 04/26
DEVICE: VOL1B  VOL. DESKJET      RIGHT MARGIN:  96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)

VOLUNTEER WEEKLY WORK SUMMARY                MAY 16,1993  10:57   PAGE 1
                           DAY OF
NAME                       WEEK      HOURS    COMBINATION
_____


        DATE WORKED:  APR 25,1993
DAVIS,JAMES                SUNDAY     2      038Q011C
GREEN,SALLY                SUNDAY     3      004X108E
SMITH,HATTIE               SUNDAY     5      003X118
                                    ____
SUBTOTAL                             10


        DATE WORKED:  APR 26,1993
ADAMS,MARY                 MONDAY     8      078Q004
BRANT,MIKE                 MONDAY     7      043M114
ZIMMERMAN,GARY             MONDAY     6      277M136
                                    _____
SUBTOTAL                             169
                                    _____
TOTAL                                179
```

Selected Organizations (Condensed Output)

This report will provide you with the monthly data for any time period desired, for up to 10 organizations at one time. It does not require any special settings on the printer, and is printed in a size of print that is large enough to read easily.

This option is designed for printing a longer time period than one month and for only one to ten organizations at one time. This is a perfect report for use with the Annual Joint Review, as it gives you the ability to print any number of months of data starting and finishing at whatever months you desire. Let's suppose that you will be doing an AJR for the DAV and the time frame you want is March 1997 to February 1998. Here's what you do:

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: SO Selected Organizations (Condensed
Output)
Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Using this option you may select up to 10 organizations to print out per
session.

Select Organization #1: 017        DISABLED AMER VETERANS      DAV
Select Organization #2: <RET>

Select Beginning Month/Year: 0397     (MAR 1997)
Select Ending Month: MAR 1997// 0298  (FEB 1998)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>
Enter DATE & TIME to print. NOW// <RET>

VOLUNTEER HOURS BY ORGANIZATION (CONDENSED)         AUG 1,1998  14:05 PAGE 1
                                                     TOTAL
                                                     HOURS
NAME                             MONTH/YEAR  COMBINATION  WORKED   VISITS
-----------------------------------------------------------------------------

     ORGANIZATION NAME: DISABLED AMER VETERANS
ADAMS,JOHN                       MAR 1997    017Q500T    36          4
.
.
ROSS,BETSY                       MAR 1997    017S108E    12          4
                                                        ----       ----
SUBTOTAL                                                 358         78
SUBCOUNT                                                 16          16
SUBMEAN                                                  22           5
.
.
.
```

```
ADAMS,JOHN                    FEB 1998    017Q500T        49            7
.
.
SMITH,HATTIE                  FEB 1998    017R135A         3            1
                                                       ----         ----
SUBTOTAL                                                 380           85
SUBCOUNT                                                  20           20
SUBMEAN                                                   19            4
                                                       ----        -----
TOTAL                                                  6082         1164
COUNT                                                   330          330
MEAN                                                     18            4
```

That's all there is to it.

Condensed Organization Detail (ALL ORGANIZATIONS)

This report is the sister option to Selected Organizations (Condensed Outoput). The only difference is this option will print all organizations for any single month. This report is designed to be alternative to the VS26 (RS by Organization). It can be printed as soon as you have completed your roll-up. It is also more accurate than the VS26 as the data for this report is taken from the timecards in your local system and the VS26 only shows data for timecards accepted in Austin. Here's how it works:

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: CO Condensed Organizations Detail(ALL
ORGANIZATIONS)
Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select MONTH/UEAR: 0798 (JUL 1998)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>


VOLUNTEER HOURS BY ORGANIZATION (CONDENSED)           AUG 1,199814:05  PAGE 1
                                                             TOTAL
                                                             HOURS
NAME                                 MONTH/YEAR COMBINATION  WORKED VISITS
-------------------------------------------------------------------------------

       ORGANIZATION NAME: DISABLED AMER VETERANS
ADAMS,JOHN                           JUL 1998    017Q500T       36           4
.
ROSS,BETSY                           JUL 1998    017S108E       12           4
                                                             ----         ----
SUBTOTAL                                                       358          78
SUBCOUNT                                                        16          16
SUBMEAN                                                         22           5


VOLUNTEER HOURS BY ORGANIZATION (CONDENSED)           AUG 1,199814:05  PAGE 2
                                                             TOTAL
                                                             HOURS
NAME                                 MONTH/YEAR COMBINATION  WORKED VISITS
-------------------------------------------------------------------------------

       ORGANIZATION NAME: FORTY ET EIGHT
ABLE,JOHN                            JUL1998     061Q118        36           4
.
ZELLOW,BETSY                         JUL 1998    061S108E       12           4
                                                             ----         ----
SUBTOTAL                                                       358          78
SUBCOUNT                                                        16          16
SUBMEAN                                                         22           5

TOTAL                                                         4980         958
```

```
COUNT                                                           178      178
MEAN                                                             28        5
```

Sign-In Code List

How many times has a volunteer come into to sign-in on the Auto Log-in terminal and then couldn't remember their SSN? This list will provide you with a quick and easy way to look the number up for them. This is a list of all active volunteers on the system. It lists the volunteer's name, social security number, and the log-in code. You will want to keep a copy of this handy just for those times when someone can't remember.

Here's how it works:

Example:

```
Select Volunteer Timekeeping Activity Option:  Reports Menu

Select Reports Menu Option: Timekeeping Reports Menu

Select Timekeeping Reports Menu Option: SIgn-In Code List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...
```

START WITH VOLUNTEER: FIRST// **<RET>** You do have the option to just print a selected group of volunteers by choosing where you want to start and finish. Normally, you would just print all.

```
DEVICE: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>

VOLUNTARY SIGN-IN CODE LIST                    AUG 1, 1998  15:07  PAGE 1
                                 SOCIAL
                                 SECURITY
VOLUNTEER                        NUMBER          CODE
-------------------------------------------------------------------------

ADAMS,BETTY                      000-00-0000     A0000
BARNES,GEORGE                    111-11-1111     B1111
.
.
.
WHEELER,MARK                     123-23-1234     W1234
YOUNG,SALLY                      782-34-9865     Y9865
```

Occasional Hours Reports Menu

Time Sheet Listing - by Date

This option is designed to let you look at all individual occasional time sheets for a specified period of time. This will list all organizations that have occasional hours listed for the time period.

Example: Time Sheet Listing

```
Select Volunteer Management Activity Option:  Reports Menu

Select Reports Menu Option:  Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option:  Time Sheet Listing - by Date

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select Beginning Date: 12/1/96 (Dec 01,1996)
Select Ending Date: Dec 1,1996// 12/15/96 (Dec 15,1996)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>

ALTOONA VAMC - OCCASIONAL HOURS REPORT - DEC 1,1996 THRU DEC 15,1996
                                 JAN 10,1997 14:47  PAGE 1
                                              NUMBER
   ID                         ORGANIZATION    IN       TOTAL
NUMBER    NAME OR ORGANIZATION NAME   CODE    DATE     GROUP    HOURS
----------------------------------------------------------------------

2233    BPOE                     010    DEC 1,1996    7      21
.
.
.
2241    AL                       003    DEC 15,1996   18    108
                                                     ---    ----
TOTAL                                                 85     419
```

Organization Report

This option will give you a printout of all occasional hours worked during a specified period of time by organization. It will list each organization that had any occasional hours during that time.

Example: Organization Report

```
Select Volunteer Management Activity Option:  Reports Menu

Select Reports Menu Option:  Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option:  Organization Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select Beginning Date: 12/1/96 (Dec 01,1996)
Select Ending Date: Dec 1,1996// 12/15/96 (Dec 15,1996)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>

ALTOONA VAMC – OCCASIONAL HOURS BY ORGANIZATION – DEC 1,1996 THRU DEC 15,1996
                                    JAN 10,1997 14:47  PAGE 1
                                          NUMBER
                                          IN       TOTAL
NAME OR ORGANIZATION NAME        DATE     GROUP    HOURS
-----------------------------------------------------------------------

        AMER NAT RED CROSS
ARC                              DEC 1,1996    1        3
                                              ---      ---
SUBTOTAL                                        1        3




ALTOONA VAMC – OCCASIONAL HOURS REPORT – DEC 1,1996 THRU DEC 15,1996
                                    JAN 10,1997 14:47  PAGE 1
                                          NUMBER
                                          IN       TOTAL
NAME OR ORGANIZATION NAME        DATE     GROUP    HOURS
-----------------------------------------------------------------------

        AMERICAN LEGION
AL                      003      DEC 8,1996    27      162
                                              ---      ---
SUBTOTAL                                       27      162
```

```
ALTOONA VAMC - OCCASIONAL HOURS REPORT - DEC 1,1996 THRU DEC 15,1996
                                 JAN 10,1997 14:47  PAGE 1
                                       NUMBER
                                       IN      TOTAL
NAME OR ORGANIZATION NAME        DATE  GROUP   HOURS
---------------------------------------------------------------------

        VETS OF FOREIGN WARS
VFW                        DEC 3,1996    6       18
VFW                        DEC 15,1996   8       24
                                        ---     ---
SUBTOTAL                                 14      42

                                        ---     ---
TOTAL                                    38      205
```

Service Report

This option will allow you to print all occasional time sheets by service for any specified time period.

Example: Service Report

```
Select V•lunteer Management Activity Option:  Reports Menu

Select Reports Menu Option:  Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option: SERvice Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

Select Beginning Date: 12/1/96 (Dec 01,1996)
Select Ending Date: Dec 1,1996// 12/15/96 (Dec 15,1996)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>

ALTOONA VAMC - OCCASIONAL HOURS BY ORGANIZATION - DEC 1,1996 THRU DEC 15,1996
                                  JAN 10,1997 14:47  PAGE 1
                                 NUMBER
                                 IN       TOTAL
NAME OR ORGANIZATION NAME        DATE     GROUP    HOURS
------------------------------------------------------------------------

        RECREATION THERAPY SECTION
VFW                              DEC 3,1996    2        8
VFW                              DEC 3,1996    3        9
CWV                              DEC 6,1996    1        3
.
.
                                         ---      ---
SUBTOTAL                                  19      107

TOTAL                                     32      347
```

Selected Organization Print

This option will allow you to select up to 10 separate organizations to print all of their occasional hours information for a specified time period. This option is very helpful in obtaining information for Annual Joint Reviews.

Example: Selected Organization Print

```
Select Volunteer Management Activity Option:  Reports Menu

Select Reports Menu Option:  Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option: SELected Organization Print

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

  Using this option you may select up to 10 organizations to print out per
session.

Select Organization #1: AL
Select Organization #2: ALA
Select Organization #3: <RET>

Select Beginning Month/Year: 12/96
Select Ending Month: DEC 1996// <RET>
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96// <RET>

OCCASIONAL HOURS SUMMARY SHEET - BY ORGANIZATION
                                    JAN 10,1997 14:47  PAGE 1
                                    NUMBER
                                    IN        TOTAL
NAME OR ORGANIZATION NAME           DATE      GROUP     HOURS
-----------------------------------------------------------------------

          AMERICAN LEGION
AL                                  DEC 3,1996    2         6

OCCASIONAL HOURS SUMMARY SHEET - BY ORGANIZATION
                                    JAN 10,1997 14:47  PAGE 2
                                    NUMBER
                                    IN        TOTAL
NAME OR ORGANIZATION NAME           DATE      GROUP     HOURS
-----------------------------------------------------------------------

          BEN & PROT ORDER OF ELKS
BPOE                                DEC  8,1996   4        12
BPOE                                DEC 14,1996   8        24
BPOE                                DEC 15,1996   7        21
                                              ---       ---
SUBTOTAL                                       19        57
                                              ---       ---
TOTAL                                          21        63
```

User Utility File Maintenance Menu

This menu is designed for all of the housekeeping duties of the software. Use this menu to add or delete information to selected files and to set site parameters.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

AC   Award Codes Add/Edit (AC)
AE   Add/Edit Site Parameters (AE)
SA   Service Assignments Add/Edit (SA)
SW   Schedule Workdays Add/Edit (SW)
L   Label Configuration Edit
O   Organization Codes Add/Edit

Award Codes Add/Edit (AC)

The Voluntary Award Codes file contains the names, codes, and minimum hourly requirements for all the various awards. The Award Codes Add/Edit option allows the user to edit this file through the Voluntary package. Remember: You NEVER add a code except when VA Headquarters creates a new one. You should not create codes just for use at your individual station.

Volunteers are often recognized for their valuable contributions to the Department of Veterans Affairs. An award such as the VA 2,500 Hour Award is given to volunteers who have donated over 2,500 hours of their time to the medical center. In fact, there are over 20 different awards that can be bestowed upon deserving volunteers.

Voluntary Service is responsible for keeping track of the last award a volunteer received and when they received it. This information is typically sent to Austin, Texas which generates a yearly report of volunteers eligible for certain awards.

Fortunately, with this option there is an easy, convenient way to keep track of these awards and codes.

This option is locked by the ABSV MGR key.

Example #1: Changing a code.

```
Select Volunteer Timekeeping Activity Option:  User Utility File Maintenance
Menu
Select User Utility File Maintenance Option:  AC      Award Codes Add/Edit
Select AWARD CODE:   00
CODE: 00 //  01
REQUIRED HOURS: 50 //  <RET>
Select AWARD CODE:   <RET>
```

The Award Code for YOUTH VOLUNTEER PIN is now changed to Code 01.

Example #2: Adding a new award code to the file.

```
Select AWARD CODE:   SECRETARY'S AWARD
   ARE YOU ADDING "SECRETARY'S AWARD" AS A NEW VOLUNTARY AWARD CODES  (THE
25th) ?  YES

VOLUNTARY AWARD CODE:    22
CODE: 22 //  <RET>
REQUIRED HOURS:  0   <RET>
Select Award Code: <RET>
```

Add/Edit Site Parameters (AE)

This option allows you to edit the Voluntary Site Parameters file. During the initial package start-up, your Site Manager will have entered your site name, primary station data, meal price, and required hours for lunch into this file, etc. Should these basic parameters need to be changed, you don't need to bother your Site Manager. You can do it directly using Add/Edit Site Parameters.

If you are a multiple site station, you must set the site parameters for each site individually. If you are a multiple site, bilingual station, you can set one site to default to one language and another to another language. For example, your primary site may want English to be the default language, but your secondary site could use Spanish as the default language.

Example:

```
Select Volunteer Timekeeping Activity Option:  User Utility File Maintenance
Select User Utility File Maintenance Option:  AE   Add/Edit Site Parameters
Select VOLUNTARY SERVICE SITE NAME:  ALTOONA VAMC
SITE NAME: ALTOONA VAMC// <RET>
VOL STATION NUMBER:  503
```

PRIMARY STATION: YES   Anly one station can be your primary one. If it is not your primary station, leave it blank.

DAYS TO RETAIN TIME CARDS: 60   This field is not functional at this time.

DAYS TO RETAIN DAILY RECORDS: 60   This field is not functional at this time.

MEAL PRICE: 4.00   Enter amount station will pay for lunch.

REQUIRED HOURS FOR LUNCH: 4   Hours volunteer must work for lunch.

CUT OFF TIME FOR LUNCH: 1100

MEAL AUTHORIZATION TYPE: MEAL TICKET// <RET>   If you are using the meal ticket printer, you would set this to meal ticket, if not set it to meal list. Even if you are not using the option set it to meal list.

SCREEN SAVER NAME/INFO: Enter introduction displayed at log-in.
1> James E. Van Zandt, VA Medical Center
EDIT Option: <RET>
Select AUTHORIZED USER: SMITH,COLLENE A. Enter the name of all users Remember to remove the name of all users when they leave your service.

REQUIRE ALTERNATE LANGUAGE?: YES// <RET>   If you are a station that has a number of Hispanic volunteers, and plan to use the auto log-in program, answering YES at this prompt will allow the volunteer to   read the log-in program in English or Spanish. If you do not want this option, just answer NO at this prompt. For more information on use of the alternate language option, see Auto Log-in   Management Menu..

`DEFAULT LANGUAGE:` **`E`**`NGLISH` The default language in this case would be the language you want to normally show on the Auto   Log-in screen if you are a bilingual station. If the majority of your volunteers prefer Spanish, you would enter SPANISH.

`ALTERNATE LANGUAGE:` **`S`**`PANISH`

`VETERANS GAMES:` **`N`**`O` You should never say YES here unless you are setting up a site parameter for one of the National Games. See the chapter titled National Veterans Games Stations. If you are unsure what to answer here, answer this question: Is the station number for this site parameter 700, 701, 702, or 575W? If the answer is no, you should enter no or leave it blank.

If you use the Auto Log-in program, leave it running all the time, and do not provide meals on Saturdays, Sundays, and /or Holidays, you should enter a NO if you do not want the log-in program to ask the meal questions on those days. Answering NO will stop the meal question from showing at log-in and will not generate a meal ticket.

`IMEALS ON SATURDAYS?:` **`<RET>`**

`MEALS ON SUNDAYS?:` **`N`**`O`

`MEALS ON HOLIDAYS?:` **`N`**`O`

`Select AFFILIATED ORGANIZATIONS:` **`017`** `Are you adding '017' as a new AFFILIATED ORGANIZATIONS (the 1ST for this VOLUNTARY SERVICE SITE PARAMETER)? No//` **`YES`**

You must enter the organization name or code for all of the organizations on your VAVS Committee. It is important that this be accurate as this will determine what address labels are printed for the National Officials to receive VAVS minutes. You must edit this each time you gain a new organization or lose one.

Service Assignment Code Add/Edit (SA)

This option allows you to add codes that have been created by the Austin AC. All codes in this file must match the Austin AC codes

All services in the Medical Center are assigned their own unique identification code. The code 142, for example, represents Library Service. This is a carryover from the keypunch method of transmitting data where instead of typing in a service name they simply typed in a three digit code to save space on the card.

Service Assignment Codes are contained in the Voluntary Service Assignment Codes file. You may update the information in this file at any time using the Service Assignment Code Add/Edit option provided you hold the ABSV MGR key. You can not add a code to this file, other than the 800 codes, unless VA Headquarters tells you to add a new national code.

If there is not a code for an assignment you need, you may create your own local code using 800 numbers. This works the same way that the 900 codes work for the organization code file. You may use any or all 800 numbers from 800 through 875. Do not use any number over 875.

Example: Adding a new service assignment code.

```
Select Volunteer Timekeeping Activity Option:  User Utility File Management
menu
Select User Utility File Maintenance Option:  SA   Service Assignment Code
Add/Edit

Select SERVICE ASSIGNMENT CODE:   888
   ARE YOU ADDING A NEW VOLUNTARY SERVICE ASSIGNMENT  CODES (THE 46th)?  YES

VOLUNTARY SERVICE ASSIGNMENT CODES USING SERVICES/SUBDIVISIONS: TEST AREA
USING SERVICES/SUBDIVISIONS:  TEST AREA // <RET>
ABBREVIATION:  TEST
```

Scheduled Workdays Add/Edit (SW)

Voluntary Service is responsible for keeping track of their volunteer's work schedules. While many volunteers are assigned a regular work schedule some will have rotating shifts or single days.

The Scheduled Workdays Add/Edit file contains a list of codes that represent work schedules. For example, the letter K represents the days Tuesday and Wednesday. These codes are all a carryover from the old keypunch method of recording data and are also seen in Combination Codes. This option allows you to create new workday codes or modify existing entries (provided you hold the ABSV MGR key.)

All day codes must be compatible with the system in the Austin AC. You cannot create your own codes. This option simply allows you to add new codes created by the Austin AC.

Example: Adding new scheduled workday code.

```
Select Volunteer Timekeeping Activity Option:  User Utility File Maintenance
Menu
Select User Utility File Maintenance Option:  SW    Schedule Workdays Add/Edit
Select WORK DAY SCHEDULE:   K
  ARE YOU ADDING "K" AS A NEW VOLUNTEER'S SCHEDULED WORKDAYS (THE 42nd) ?
YES
VOLUNTEER'S SCHEDULED WORKDAYS APPEARS AS:  TW
```
You are answering this prompt with TW, an abbreviation for Tuesday and   Wednesday.

```
DAYS:  TUESDAY,WEDNESDAY
APPEARS AS: TW // <RET>
Select WORK DAY SCHEDULE:   <RET>
```

Label Configuration Edit

When using the label print program found in the Master File Maintenance Menu or the Voluntary Service Directory, you will need to select the type of label you wish to use for printing address labels on your printer. For the purpose of standardizing this file, we have chosen Avery labels as a basic system. Depending on the type of printer you use, you will have a choice of sizes and types of labels. This file allows you to enter any type of label you wish to use. Most standard types of labels are already in the file. You can either learn the number of the Avery label that matches your label or you can enter another brand of label into the file. Let's say you want to use a label made by Staples Company. You know that it is equivalent to Avery 5260 and its stock number is S4469. Here's how its done:

Note: You would use this option to add a completely new type of label or to add another manufacturer's number to an existing entry.

```
Select Volunteer Timekeeping Activity Option:  User Utility File Maintenance
Select User Utility File Maintenance Option: L Label Configuration Edit

Select VOLUNTARY LABEL CONFIGURATION NAME: 5260  AVERY 5260
```
This number is a standard 3 across and 10 down laser label page produced by Avery.

```
Name:  AVERY 5260// <ret>
NUMBER OF LABEL COLUMNS: 3// <ret>
```
This would be the number of labels across the page.
```
NUMBER OF LABEL ROWS PER PAGE: 10// <ret>
```
This is the number of labels from top to bottom of the page.
```
NUMBER OF LINES PER LABEL: 6// <ret>
```
There is about 6 lines per inch.
```
NUMBER OF COL/LABEL - OPTIONAL: <ret>
Select MANUFACTURER & STOCK #: 5160// S4469
  Are you adding S4469 as a new MANUFACTURER & STOCK # (the 10th for this
VOLUNTARY LABEL CONFIGURATION)? No// Y  (Yes)
Select MANUFACTURER & STOCK #: <ret>
LEFT MARGIN OFFSET: 1// <ret>
```
This will allow you to shift the print on the first label to the right one space at a time.
```
TOP MARGIN OFFSET (FIRST PAGE): 1// <ret>
```
This allows you to adjust the first line of print from the top of the first page.
```
TOP MARGIN OFFSET (OTHER PGS): 1// <ret>
```
This allows you to adjust the first line of print from the top of the all other pages.
```
LASER LABEL?: YES// <ret>
```
If the label is a laser label, it is not necessary to align the labels in the printer. Therefore, if you are using a laser label, the program will not ask the alignment question.
```
Select VOLUNTARY LABEL CONFIGURATION NAME: <ret>
```
You have now added your label to the system. You can now enter the number of your label "S4469" at the device prompt when printing labels and the system will know just what you mean.

Organization Codes Add/Edit

All organizations that help support Voluntary Service are assigned an Organization Code. This numeric code is a speedy way for the computer system to keep track of organizations and are a carryover from the old keypunch method of recording data.

The Volunteer Organization Codes file contains the names, abbreviations, codes for all organizations, and indicates whether the organization code is active in the Austin AC system. If it is not active, it will not allow you to use this code for a volunteer assignment. You should *never* delete old codes, but rather put a YES in the inactive field of this file. You can update this information at any time using the Organization Codes Add/Edit option (provided you hold the ABSV MGR key.)

You can not add a code to this file, other than the 900 codes, unless Washington Headquarters tells you to add a new national code. The 900 codes are designed for use as local codes. You may assign a 900 code to any local organization or group you desire. However, DO NOT use any 900 number over 975, as the system in Austin can only handle 900 through 975. If you are a multiple division facility, be sure to coordinate 900 codes with the other divisions.

Example: Correcting an organization code.

```
Select Volunteer Timekeeping Activity Option:  User Utility File Maintenance
Select User Utility File Maintenance Option:  Organization Codes Add/Edit
Select ORGANIZATION CODE:  017     DISABLED AMER VETERANS   DISVET
ORGANIZATION: DISABLED AMER VETERANS  Replace:  <RET>
LOCAL ABBREVIATION:  DISVET// DAV
```

INACTIVE AUSTIN ORGANIZATION: **<RET>**   If the organization is **not** recognized in Austin, and is **not** a 900 code, you should enter YES at this prompt. All active organizations recognized in the Austin AC and your 900 codes, you should leave blank.

```
Select ORGANIZATION CODE:     <RET>
```

Example #2: Adding a new organization code.

```
Select ORGANIZATION CODE:    999
   ARE YOU ADDING "999" AS A NEW VOLUNTEER ORGANIZATION CODES (THE 214th) ?
YES

VOLUNTEER ORGANIZATION CODES ORGANIZATION:    TEST    <RET>
VOLUNTEER ORGANIZATION CODES LOCAL ABBREVIATION:    TST
ORGANIZATION: TEST //  <RET>
LOCAL ABBREVIATION: TST //  <RET>
INACTIVE AUSTIN ORGANIZATION: <RET>
```

We have now added the entry TEST with organization code 999 to our file.
Remember: **Never** delete an organization code from this list.

Meal List Management Menu

This menu is designed to manage the meal list for volunteers. The main menu options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

A Add Volunteer to Meal List
D Delete Meal List Entry for TODAY
G Generate Canteen Meal Form
PR Print/Display Meal List
PU Purge Old Meal Ticket/List Entries

Add Volunteer To Meal List

From time to time, there may arise unusual situations when meal list entries need to be corrected. For example, if a Volunteer comes in after the designated cutoff time and is eligible for a lunch, or a driver for the DAV Transportation Network arrives with a veteran, you may very well want to add that volunteer to the meal listing. This option gives you the ability to add a regularly scheduled volunteer to the meal listing before it is sent to the Canteen or to print a meal ticket after the cut off time. This option is also used to reprint meal tickets if necessary.

You can print a meal ticket for a volunteer that is not in your master file as a regularly scheduled volunteer. The example listed below will show you how to do this. Before you try to do this, however, you must go into the Master File Maintenance Menu and using the Register/Edit option, add a new volunteer to the system. This volunteer's name should be UNSCHEDULED,VOLUNTEER. You should enter a SSN for this volunteer of all 9s or 0s (999-99-9999), or any number that will not conflict with actual volunteers in the system. After you have entered the Social Security Number, you must up arrow (^ <ret>) out of the record. DO NOT enter any other data for this volunteer. This entry will not be used for anything else but printing meal tickets.

Note: To reprint a meal ticket or to print a meal ticket for an Unscheduled Volunteer, you must have a meal ticket printer connected to the computer system like a regular printer, not as a slave to the log-in terminal.

If you do not have a separate printer connected to the system and need to reprint a meal ticket for an RS volunteer, You can go into the Meal Menu and using the Delete option remove the volunteers name from the meal list. Then the volunteer can sign in again and the system will print another meal ticket for him.

Example: Adding Volunteer to Meal List

```
Select Volunteer Timekeeping Activity Option:  Meal List Management Menu

Select Meal List Management Menu Option:  Add Volunteer to Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE        ---   Finished   ---

For Station 503,
Add next VOLUNTEER:  <RET>
```

Example: Reprinting a meal ticket

```
Select Volunteer Timekeeping Activity Option:  Meal List Management Menu
```

```
Select Meal List Management Menu Option:  Add Volunteer to Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE
A meal ticket has already been printed for this volunteer for today.
OK TO REPRINT? YES  (YES)
Select Meal Ticket Printer: P110  (VOL MEAL PRINTER)

     ---   Finished ---

For Station 503,
Add next VOLUNTEER:   <RET>
```

Example: Printing a meal ticket for a volunteer not in your Master File.

This is a perfect way for you to provide a meal ticket for someone who is visiting for the day, or is a driver from another VA. This will print the person's name on the meal ticket, snf rliminstr the need for you to provide a handwritten meal ticket.

NOTE: This option will not work with the meal list, only meal tickets. If you normally print the list of people issued meal tickets, the unscheduled volunteer's name will not appear on the list, all you will see is UNSCHEDULED,VOLUNTEER.

```
Select Volunteer Timekeeping Activity Option:  Meal List Management Menu

Select Meal List Management Menu Option:  Add Volunteer to Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  UNSCHEDULED,VOLUNTEER
Select Unscheduled Volunteer Name: BROWN,CINDY

OK to add BROWN,CINDY to the list? YES// <RET> (YES)
Select Meal Ticket Printer: P110  (VOL MEAL PRINTER)
DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET>

   <Request Queued>
     ---   Finished ---

For Station 503,
Add next VOLUNTEER:   <RET>
```

Delete Meal Ticket Entry For Today

There may be a time when a volunteer has signed in for the day and answered the question about lunch with YES. Then before lunch the volunteer got sick, had an emergency at home, or for some reason had to leave early. Use this option to remove the volunteer from the meal list.

You may also delete a volunteer from the list and then have the volunteer sign in again to get another meal ticket if the volunteer should lose the first ticket or something else happens to the ticket.

Example:

```
Select Volunteer Timekeeping Activity Option:  Meal List Management Menu

Select Meal List Management Menu Option:  Delete Meal List Entry for TODAY

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER: SMITH,HATTIE          01-27-93
OK to delete meal ticket for JAN 27, 1993 for SMITH,HATTIE?  YES//  <RET>
                                        <Entry Deleted>

For Station 503,
Select next VOLUNTEER:  <RET>
```

Generate Canteen Meal Form

This option allows you to generate a Canteen Meal Form listing all volunteers eating lunch on a particular day. This listing is then sent to the Canteen. You will want to print this list *after* the designated cutoff time, as specified in your Site Parameters, for lunch registration. Make all corrections *prior* to generating the list using the Add Volunteer to Meal List or Delete Meal List Entry for TODAY options.

You can print the meal form list as many times as you want. The lists are automatically purged after seven days.

Example:

```
Select Volunteer Timekeeping Activity Option:  Meal List Management Menu

Select Meal List Management Menu Option:  Generate Canteen Meal Form

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET> ALTOONA VAMC...

Select Date of Canteen List:  T    (MAR 10, 1993)
DEVICE: VOL1F   Enter Printer Device #

Enter DATE & TIME to print. NOW//  <RET>     (MAR 10, 1993@11:39)  <Request
Queued>
```

<center>VETERANS CANTEEN SERVICE
EMPLOYEE MEALS</center>

NAME	DATE	AMOUNT
1. SMITH,HARRIET	09/09/92	
2. STOLTZ,LARRY	09/09/92	
3. THOMAS,CARL	09/09/92	

Print/Display Meal List

There are times when you might want a listing of all volunteers authorized to eat lunch, but don't really want a copy of the meal form. This option will provide the list you want. The printout lists all volunteers listed on the meal form and gives you a total of persons listed.

Example:

```
Select Volunteer Timekeeping Activity Option:  Meal List Management Menu

Select Meal List Management Menu Option:  Print/Display Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//  <RET>  ALTOONA VAMC..

Select Meal List Date: T   (MAR 10. 1993)
DEVICE: VOL1B

VOLUNTEER MEAL LIST FOR MAR 10,1993   MAR 10,1993  10:31  PAGE 1
NAME
```

```
BROWN, BONNIE
CASSIDY,JACK
FRANKLIN,BENJAMIN
.
.
WASHINGTON,GEORGE

Total Records on List: 34
```

Purge Old Meal Ticket/List Entries

Each day the Auto Log-in program will generate a list of all volunteers who answered YES to the lunch question. This list can be of great value when monitoring the meal ticket usage at your station. But there comes a time when it is no longer necessary to store this information. This option allows you to delete all entries in the Meal Ticket/List file that are more than seven days old.

Here's how it works:

Example: Purging old meal ticket/list entries

```
Select Volunteer Timekeeping Activity Option: Meal List Management Menu

Select Meal List Management Menu Option: PUrge Old Meal Ticket/List Entries
This option will remove all meal ticket/meal list entries
from the files which are older than 7 days.

OK To Continue? YES// Yes  (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// <RET>    PA  503
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
. . . . . . . . . . . . . . .

Select Meal List Management Menu Option:
```

National Veterans Games Stations

Introduction to the National Veterans Games options

Each year the National Veterans Games are held at different sites throughout the country. To make it possible for us to accurately track the volunteer data for these games, we have assigned specific station numbers to each of the games and now probide master record fields to track such things as shirt size, housing codes, and transportation needs for volunteers. We also have developed Special service assignment codes and a series of reports/printouts for use with the games.

It will be necessary for you to enter the service assignment codes before you start inputting data. A list of these codes can be found at the end of this chapter. You will also need to make sure that the latest organization codes has been added to your system as a number of the sponsoring organizations have been added. (see organization listing – Appendix D).

Each game has its own station number. They are:

700 - National Veterans Wheelchair Games

701 - National Veterans Golden Age Games

702 - National Creative Arts Festival

575W – National Veterans Winter Sports Clinic Since this activity does not move, it has been assigned a secondary number to the station that hosts it every year.

Setting up the National Games Site Parameter

If your station has been selected to host one of the national games, the first thinkg you will need to do is have IRM enter the appropriate station number into your station's Institution File. Once this has been done, you will need to set-up your site parameter for that station number. This is done through the User Utility Maintenance Menu, Add/Edit Site Parameters Here's what it should look like:

Example:

```
Select Volunteer Timekeeping Activity Option:  User Utility File Maintenance
Select User Utility File Maintenance Option:  AE   Add/Edit Site Parameters
Select VOLUNTARY SERVICE SITE NAME:  NATIONAL VETERANS GOLDEN AGE GAMES
SITE NAME: NATIONAL VETERANS GOLDEN AGE GAMES// <RET>
VOL STATION NUMBER:  701
```

PRIMARY STATION: NO   Chances are you will not want this to be a primary station so we recommend that you enter NO.

```
DAYS TO RETAIN TIME CARDS: <RET>
DAYS TO RETAIN DAILY RECORDS: <RET>
```
MEAL PRICE: <RET> Unless you plan to have the volunteers sign in on the computer system AND issue meal tickets, you can leave this field blank

REQUIRED HOURS FOR LUNCH: <RET>   Leave blank unless you will be using auto log-in.

CUT OFF TIME FOR LUNCH: 1100

MEAL AUTHORIZATION TYPE: MEAL TICKET// <RET> If you are using the meal ticket printer, you would set this to meal ticket, if not set it to meal list. Even if you are not using the option set it to meal list.

SCREEN SAVER NAME/INFO: Enter introduction displayed at log-in
```
1>  James E. Van Zandt, VA Medical Center
EDIT Option: <RET>
```
Select AUTHORIZED USER: SMITH,COLLENE A. You will need to enter the name of all persons that will be using the system. Remember if you have users that work at another station than yours, you will need to obtain computer access to your system through IRM and then enter them into this file. When the games are completed, remember to remove all names from this site.

REQUIRE ALTERNATE LANGUAGE?: <RET> The three fields about language does not apply to a games station unless you plan to use the Auto Log-in option.

```
DEFAULT LANGUAGE:  <RET>
ALTERNATE LANGUAGE:  <RET>
```
VETERANS GAMES: YES You must answer YES here or it will not show you the needed fields in the Master File. [shirt size, housing code, transportation need]

Leave the next three fields blank as again they do not apply to the National Games.
```
MEALS ON SATURDAYS?: <RET>
MEALS ON SUNDAYS?: <RET>
MEALS ON HOLIDAYS?: <RET>
```

You are now ready to start entering volunteers for the games. They are entered the same as your existing volunteers are entered, the only difference being the station number you use. Even if the volunteer currently works for you at your station, you should register them for the National Games Station. You can credit them with their hours at your station later.

Entering a new volunteer for the National Games

Once you have identified in the Site Parameter File that you are a National Game Site, the system will show four(4) fields you would not normally see. Here's an example:

```
Select Volunteer Timekeeping Activity Option: master File Maintenance Menu

Select Master File Maintenance Menu Option: register/Edit Volunteer in Master
File

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC// 701  National Veterans
Golden Age Games      701          701

For Station 701,

Select Volunteer Name: BIRD,TWEETY
  Are you adding 'BIRD,TWEETY' as a new VOLUNTARY MASTER (the 4180TH)? No// Y
(Yes)

Do you wish to Add/Edit Volunteer specific data? YES// <RET>  (YES)
NICKNAME: TWEET
PSEUDO INDICATOR: <RET>
SOCIAL SECURITY NUMBER: 928374611
STREET ADDRESS #1: 123 MAIN STREET
STREET ADDRESS #2: <RET>
CITY: WARNER BROTHERS CITY
STATE: PA  PENNSYLVANIA          PA
ZIP CODE: 16601
SEX: M  Male, 21 and over
BIRTH DATE: 3/16/46  (MAR 16, 1946)
TELEPHONE: 814-944-8887
ALTERNATE TELEPHONE:
NEXT OF KIN: Sylvester Cat
NOK RELATIONSHIP: Friend
NOK TELEPHONE: 814-944-8887
NOK ALTERNATE PHONE: <RET>
PREFERRED LANGUAGE FOR LOG-IN:
```
Remember, you need not fill in any fields except the ones that transmit to Austin, or are intended specifically for the Games.

Each of the following four fields are intended to assist the staff in tracking shirt sizes, who needs a ride and where they will be picked up, and if they are staying near the site, what facility they will be at. These codes are what ever you want them to be. You can enter up to four (4) characters in each field.

Let's say the volunteer wears a Large shirt, will need a ride, and will need to be picked up at the Buffalo VAMC to assist with the games in Canandaigua. Here's what you may enter:

```
GAMES SHIRT SIZE: L
GAMES RIDE STATUS: YES
GAMES RIDE STATION: BUFF
GAMES HOUSING CODE: HOB
```
This field can be used to track those volunteers that are staying on campus or in nearby hotels. In this case it would indicate that this volunteer is being housed at Hobart College, where the games are being held.
```
Do you wish to Add/Edit station specific data? YES//
```

The rest of the record you would complete just as you always do. At the end of this section, you will find a list of National Sponsors and their codes. These are intended for use with the National Games Stations. You will need to enter these codes into your system before entering new volunteers. See User Utility File Maintenance Menu
You will also find a list of Service Assignment Codes that are to be used ONLY for the National Games. You will need to enter these codes into your system as well. They are broken down to individual shifts. If you do not want to use the shift breakdowns, it is not necessary to enter them into your system.

National Games Reports and Printouts

This menu is located under the Reports Menu. It is designed to provide information needed for the games. They include a master listing of all volunteers, sign in sheets, shirt issue listing, and reports broken down in a variety of ways. Although these are intended for use by the National Games station, they can be used by anyone who desires to use them.

The menu options included in this meau are listed below. To the left is the shortcut synonym you can enter to select the option.

D   Daily Work Schedule Report
M   Master Registration List
SER   Service Assignment Schedule
SH   Shirt Issue Listing
SI   Sign-In Roster

Daily Work Schedule Report

One of the most important things for the planning committee is to know that they have the required number of people for each assignment every day. This report will show you exactly who you have assigned to work for any day or days you are interested in. You can select the day code you are interested in and the assignments. You can print one or numerous selections. Here's how its done:

```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Veteran Games Reports Menu

Select Veteran Games Reports Menu Option: Daily Work Schedule Report

Select STATION NUMBER ('^' TO EXIT): GOLDEN AGE GAMES//  <RET>

  * Previous selection: SERVICE from 600 <RET>
    START WITH SERVICE: FIRST// <RET>
```
If you only want to select a few assignments for a certain day, the system will then ask you where you want to stop. You should enter the code for where you want to stop or just <RET> to print to the end.
```
  * Previous selection: SCHEDULE from A
    START WITH SCHEDULE: FIRST// Q
    GO TO SCHEDULE: LAST// Q
DEVICE:   VOL1B
```

```
DAILY WORK SCHEDULE                         JUN  8,1999  13:48    PAGE 1
                                                 DAY
VOLUNTEER                                   CODE  CODE   ASSIGNMENT
--------------------------------------------------------------------------------


COLEMAN CLARK,SABRINA                       C6105 Q      111
SMITH,HATTIE                                S5678 Q      111
                                                 -----  -----------
SUBCOUNT                                          2      2
                                                 -----  -----------
SUBCOUNT                                          2      2



DAILY WORK SCHEDULE                         JUN  8,1999  13:48    PAGE 2
                                                 DAY
VOLUNTEER                                   CODE  CODE   ASSIGNMENT
--------------------------------------------------------------------------------


BROWN,JOE                                   B7893 Q      118
ESHLEMAN,CHARLES                            E1111 Q      118
GASKINS,YVONNE                              G4567 Q      118
NAUGHER,MARTY                               N5818 Q      118
                                                 -----  -----------
SUBCOUNT                                          4      4
                                                 -----  -----------
SUBCOUNT                                          4      4
```

Master Registration List

This option provides a complete list of all registered volunteers for the games station. The Master Registration Listing will print everyone alphabetically with a page break between the letters of the Alphabet. You can print it any time and as often as you like. Here's what it will look like:

```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Veteran Games Reports Menu

Select Veteran Games Reports Menu Option: Master Registration List

Select STATION NUMBER ('^' TO EXIT): 701    NATIONAL VETERANS GOLDEN AGE GAMES
701        701
DEVICE:   VOL1B

MASTER REGISTRATION LIST                    JUN  5,1999  13:53    PAGE 1
                                            LOG-IN
VOLUNTEER                                   CODE    ASSIGNMENTS
--------------------------------------------------------------------------

ASHMORE,JONATHON                            A7890   007M160
                                                    002C120

MASTER REGISTRATION LIST                    JUN  5,1999  13:53    PAGE 2
                                            LOG-IN
VOLUNTEER                                   CODE    ASSIGNMENTS
--------------------------------------------------------------------------

BAILEY,ANN                                  B7890   018T135E
BECK,CHARLES                                B2222   002Q041
BECKER,CHARLES T.                           B8837   1355120
                                                    003Q135
BLUE,MARY                                   B1111   002Q142
                                                    002Q132
BOB,WILLIAM                                 B5432   081T136
.
.
.

MASTER REGISTRATION LIST                    JUN  5,1999  13:53    PAGE 62
                                            LOG-IN
VOLUNTEER                                   CODE    ASSIGNMENTS
--------------------------------------------------------------------------

YANTZE,JAMES                                Y2354   302M601
YOUNG,DANIEL                                Y1234   017A626

MASTER REGISTRATION LIST                    JUN  5,1999  13:53    PAGE 63
                                            LOG-IN
VOLUNTEER                                   CODE    ASSIGNMENTS
```

```
-------------------------------------------------------------------------

ZEIGLER,SALLY                                    Z4444    078Q623
ZULU,CHARLES                                     Z6542    120W635
```

Service Assignment Schedule

To make sure you ;have the appropriate number of volunteers for each activity, you would use this option. It will give you a list of volunteers according to the service assignement you have assigned them to.

```
Select Volunteer Timekeeping Activity Option: Reports Menu

Select Reports Menu Option: Veteran Games Reports Menu

Select Veteran Games Reports Menu Option: Service Assignment Schedule

Select STATION NUMBER ('^' TO EXIT): 701                701         701
```
This is asking what service assignment(s) you want to print. You can print just one or a range of codes.
```
  * Previous selection: SERVICE from 601 to 602
  START WITH SERVICE: FIRST// 601
  GO TO SERVICE: LAST// 601
```
This is asking what day code(s) you want printed within the service assignment code(s) you have already selected.
```
*    Previous selection: SCHEDULE equals m
     START WITH SCHEDULE: FIRST// M
     GO TO SCHEDULE:  LAST// M
DEVICE:   VOL1B

SERVICE ASSIGNMENT SCHEDULE                    JUN  5,1999  14:22    PAGE 1
                                                                     DAY
VOLUNTEER                                   CODE   ASSIGNMENT    CODE
-----------------------------------------------------------------------------
--

ABBOT,RALPH                                 A2341        601       M
JONES,MARY                                  J8908        601       M
                                                     ----------
SUBCOUNT                                                       2
                                                     ----------
COUNT                                                         2
```

Shirt Issue List

At the National Games, all volunteers are usually given a T-shirt. This is intended as a token of appreciation for their time and energy and an excellent way of identifying the volunteers. It is always a problem to be sure that all volunteers receive a T-shirt and that no one is left out because someone was issued more than one. This listing identities all registered volunteers, the size of shirt the volunteer requested, and a line for the volunteer's signature verifying thay received their T-shirt. Here's how it looks:

```
Select Volunteer Timekeeping Activity Option: Reports Menu
Select Reports Menu Option: Veteran Games Reports Menu
Select Veteran Games Reports Menu Option: Shirt Issue Listing

Select STATION NUMBER ('^' TO EXIT): GOLDEN AGE GAMES// 701

* Previous selection: FIRST CHARACTER OF LAST NAME not null
START WITH FIRST CHARACTER OF LAST NAME: FIRST// <RET>
DEVICE:   VOL1B

SHIRT ISSUE LIST                         JUN  8,1999  12:37    PAGE 1
VOLUNTEER                      CODE    SIZE  SIGNATURE
--------------------------------------------------------------------------


ADAMCZYK,KELLY                 A2629   XLG   _____
ASHMORE,JONATHON               A7890   MED   _____



SHIRT ISSUE LIST                         JUN  8,1999  12:37    PAGE 2
VOLUNTEER                      CODE    SIZE  SIGNATURE
--------------------------------------------------------------------------


BACKER,CHARLES                 B6789   SMAA  _____
BAILEY,ANN                     B7890   MED   _____
BECK,CHARLES                   B2222   LAR   _____
BECKER,CHARLES                 B2705   LG    _____
BECKER,CHARLES T.              B8837   XL    _____
BIRD,TWEETY                    B4611   SM    _____
BLUE,MARY                      B1111   2XL   _____
BOB,WILLIAM                    B5432   3XL   _____
BRADSHER,JOYCE                 B3870   MED   _____
BRECKENRIDGE,CYNTHIA           B0801   3XL   _____
BROWN,GEORGE                   B0000   LAR   _____
BROWN,JOE                      B7893   XL    _____
BROWN,SHERRI                   B4444   MED   _____
BROWN,STEVEN                   B6542   XL    _____
BROWN,THOMAS                   B1212   MED   _____
```

Please note that there is a page break between each letter of the alphabet to make it easy to locate the volunteer's name.

Sign-in Roster

Somewhere at the games, all volunteers must sign in. In some cases, most volunteers initially sign-in at the same place. This Sign-in Roster is a simple and quick way for the volulnteers to sign in. The real advantage is that the volunteer can see if their name is spelled correctly and that their SSN is accurate, thus making it easier for the workers to post hours. Here's what it looks like:

```
Select Volunteer Timekeeping Activity Option: Reports Menu
Select Reports Menu Option: Veteran Games Reports Menu
Select Veteran Games Reports Menu Option: Sign-In Rosters

Select STATION NUMBER ('^' TO EXIT)  GOLDEN AGE GAMES// <RET>
* Previous selection: FIRST CHARACTER OF LAST NAME not null
START WITH FIRST CHARACTER OF LAST NAME: FIRST//
DEVICE:   VOL1B

GAMES SIGN-IN ROSTER                        JUN  8,1999  12:57    PAGE 1
                              LOG
                              IN
VOLUNTEER                     CODE     SIGNATURE
-----------------------------------------------------------------------

ADAMCZYK,KELLY                A2629    _____
ASHMORE,JONATHON              A7890    _____


GAMES SIGN-IN ROSTER                        JUN  8,1999  12:57    PAGE 2
                              LOG
                              IN
VOLUNTEER                     CODE     SIGNATURE
-----------------------------------------------------------------------

BACKER,CHARLES                B6789    _____
BAILEY,ANN                    B7890    _____
BECK,CHARLES                  B2222    _____
BECKER,CHARLES                B2705    _____
BECKER,CHARLES T.             B8837    _____
BIRD,TWEETY                   B4611    _____
BLUE,MARY                     B1111    _____
BRADSHER,JOYCE                B3870    _____
BRECKENRIDGE,CYNTHIA          B0801    _____
BROWN,GEORGE                  B0000    _____
BROWN,JOE                     B7893    _____
BROWN,SHERRI                  B4444    _____
BROWN,STEVEN                  B6542    _____
```

National Sponsor Organization Codes

Code	Organization Name	Abbreviation
500	Advanced Prosthetics & Orthotics, Inc	APOI
501	AT&T Wireless Services	ATTW
502	Bayer Corporation	BACO
503	Beverly Enterprises	BEVE
504	Cannon USA, Inc.	CANN
505	Coca-Cola Company	COKE
506	Department of Defense	DODD
507	Eastman Kodak Company	EMKC
508	Ford Motor Company	FORD
509	GE Medical Systems	GEMS
510	Invacare Corporation	INVA
511	Johnson & Johnson	JOJO
512	Lucent Technologies	LUCT
513	NAYA Water	NAYA
514	Paraplegia News	NEWS
515	Pfizer,Inc	PFIZ
516	Polaroid	POLA
517	Recording Industries Music Performance Trust Fund - Local #65-699 Fed of Music	RIMP
518	Ricon Corporation and Concord Elevator, Inc.	RCCE
519	Roho, Inc. and Crown Therapeutics, Inc.	ROHO
520	Sports and Spokes	SPSP
521	Sprint	SPRI
522	The Gable Group	GABL
523	UPS Foundation	Upsf
524	VIVUS, Inc.	VIVU

NOTE: When entering these codes into the Organization File, be sure to always answer NO to the "Inactive in Austin ?" question.

National Games Service Assignment Codes

Code   Title of Assignment

600   Registration Volunteer (Participant)
    600A   Morning shift (6:oo am - 12 Noon)
    600P   Afternoon shift (12 Noon - 6:00 pm)
    600E   Evening shift (6:00 pm - 12 midnight)
    600M   Night shift (12 Midnight - 6:00 am)
601   Registration Volunteer (Volunteer)
    601A   Morning shift (6:oo am - 12 Noon)
    601P   Afternoon shift (12 Noon - 6:00 pm)
    601E   Evening shift (6:00 pm - 12 midnight)
    601M   Night shift (12 Midnight - 6:00 am)
602   Hospitality Volunteer (Airport 1)
    602A   Morning shift (6:oo am - 12 Noon)
    602P   Afternoon shift (12 Noon - 6:00 pm)
    602E   Evening shift (6:00 pm - 12 midnight)
    602M   Night shift (12 Midnight - 6:00 am)
603   Hospitality Volunteer (Cafeteria)
    603A   Morning shift (6:oo am - 12 Noon)
    603P   Afternoon shift (12 Noon - 6:00 pm)
    603E   Evening shift (6:00 pm - 12 midnight)
    603M   Night shift (12 Midnight - 6:00 am)
604   Hospitality Volunteer (Hotel)
    604A   Morning shift (6:oo am - 12 Noon)
    604P   Afternoon shift (12 Noon - 6:00 pm)
    604E   Evening shift (6:00 pm - 12 midnight)
    604M   Night shift (12 Midnight - 6:00 am)
605   Alternative Activities Volunteer
    605A   Morning shift (6:oo am - 12 Noon)
    605P   Afternoon shift (12 Noon - 6:00 pm)
    605E   Evening shift (6:00 pm - 12 midnight)
    605M   Night shift (12 Midnight - 6:00 am)
606   Souvenir Volunteer
    606A   Morning shift (6:oo am - 12 Noon)
    606P   Afternoon shift (12 Noon - 6:00 pm)
    606E   Evening shift (6:00 pm - 12 midnight)
    606M   Night shift (12 Midnight - 6:00 am)
607   Memorabilia Volunteer
    607A   Morning shift (6:oo am - 12 Noon)
    607P   Afternoon shift (12 Noon - 6:00 pm)
    607E   Evening shift (6:00 pm - 12 midnight)
    607M   Night shift (12 Midnight - 6:00 am)
608   Transportation Volunteer

608A	Morning shift (6:oo am - 12 Noon)
608P	Afternoon shift (12 Noon - 6:00 pm)
608E	Evening shift (6:00 pm - 12 midnight)
608M	Night shift (12 Midnight - 6:00 am)
609	Set-up Volunteer
609A	Morning shift (6:oo am - 12 Noon)
609P	Afternoon shift (12 Noon - 6:00 pm)
609E	Evening shift (6:00 pm - 12 midnight)
609M	Night shift (12 Midnight - 6:00 am)
610	Event Vol - Horseshoes - GAG
510A	Morning shift (6:oo am - 12 Noon)
610P	Afternoon shift (12 Noon - 6:00 pm)
610E	Evening shift (6:00 pm - 12 midnight)
610M	Night shift (12 Midnight - 6:00 am)
611	Event Vol -Dominoes - GAG
611A	Morning shift (6:oo am - 12 Noon)
611P	Afternoon shift (12 Noon - 6:00 pm)
611E	Evening shift (6:00 pm - 12 midnight)
611M	Night shift (12 Midnight - 6:00 am)
612	Event Vol -Swimming - GAG
612A	Morning shift (6:oo am - 12 Noon)
612P	Afternoon shift (12 Noon - 6:00 pm)
612E	Evening shift (6:00 pm - 12 midnight)
612M	Night shift (12 Midnight - 6:00 am)
613	Event Vol -Golf - GAG
613A	Morning shift (6:oo am - 12 Noon)
613P	Afternoon shift (12 Noon - 6:00 pm)
613E	Evening shift (6:00 pm - 12 midnight)
613M	Night shift (12 Midnight - 6:00 am)
614	Event Vol -Pentathlon - GAG
614A	Morning shift (6:oo am - 12 Noon)
614P	Afternoon shift (12 Noon - 6:00 pm)
614E	Evening shift (6:00 pm - 12 midnight)
614M	Night shift (12 Midnight - 6:00 am)
615	Event Vol -Bowling - GAG
615A	Morning shift (6:oo am - 12 Noon)
615P	Afternoon shift (12 Noon - 6:00 pm)
615E	Evening shift (6:00 pm - 12 midnight)
615M	Night shift (12 Midnight - 6:00 am)
616	Event Vol Checkers - GAG
616A	Morning shift (6:oo am - 12 Noon)
616P	Afternoon shift (12 Noon - 6:00 pm)
616E	Evening shift (6:00 pm - 12 midnight)
616M	Night shift (12 Midnight - 6:00 am)
617	Event Vol -Croquet - GAG -

617A	Morning shift (6:oo am - 12 Noon)
617P	Afternoon shift (12 Noon - 6:00 pm)
617E	Evening shift (6:00 pm - 12 midnight)
617M	Night shift (12 Midnight - 6:00 am)
618	Event Vol - Shuffleboard - GAG
618A	Morning shift (6:oo am - 12 Noon)
618P	Afternoon shift (12 Noon - 6:00 pm)
618E	Evening shift (6:00 pm - 12 midnight)
6`8M	Night shift (12 Midnight - 6:00 am)
619	Event Vol - Bicycling - GAG
619A	Morning shift (6:oo am - 12 Noon)
619P	Afternoon shift (12 Noon - 6:00 pm)
619E	Evening shift (6:00 pm - 12 midnight)
619M	Night shift (12 Midnight - 6:00 am)
620	Event Vol - Table Tennis - GAG
620A	Morning shift (6:oo am - 12 Noon)
620P	Afternoon shift (12 Noon - 6:00 pm)
620E	Evening shift (6:00 pm - 12 midnight)
620M	Night shift (12 Midnight - 6:00 am)
621	Event Vol - Bocci - GAG
621A	Morning shift (6:oo am - 12 Noon)
621P	Afternoon shift (12 Noon - 6:00 pm)
621E	Evening shift (6:00 pm - 12 midnight)
621M	Night shift (12 Midnight - 6:00 am)
622	Event Vol - Generic - GAG
622A	Morning shift (6:oo am - 12 Noon)
622P	Afternoon shift (12 Noon - 6:00 pm)
622E	Evening shift (6:00 pm - 12 midnight)
622M	Night shift (12 Midnight - 6:00 am)
623	Opening Ceremonies Volunteer
623A	Morning shift (6:oo am - 12 Noon)
623P	Afternoon shift (12 Noon - 6:00 pm)
623E	Evening shift (6:00 pm - 12 midnight)
623M	Night shift (12 Midnight - 6:00 am)
624	Closing Ceremonies Volunteer
624A	Morning shift (6:oo am - 12 Noon)
624P	Afternoon shift (12 Noon - 6:00 pm)
624E	Evening shift (6:00 pm - 12 midnight)
624M	Night shift (12 Midnight - 6:00 am)
625	Sponsors Dinner Volunteer
625A	Morning shift (6:oo am - 12 Noon)
625P	Afternoon shift (12 Noon - 6:00 pm)
625E	Evening shift (6:00 pm - 12 midnight)
625M	Night shift (12 Midnight - 6:00 am)
626	VIP Volunteer

626A	Morning shift (6:oo am - 12 Noon)
626P	Afternoon shift (12 Noon - 6:00 pm)
626E	Evening shift (6:00 pm - 12 midnight)
626M	Night shift (12 Midnight - 6:00 am)
627	Data Management Volunteer
627A	Morning shift (6:oo am - 12 Noon)
627P	Afternoon shift (12 Noon - 6:00 pm)
627E	Evening shift (6:00 pm - 12 midnight)
627M	Night shift (12 Midnight - 6:00 am)
628	Greeter Volunteer
628A	Morning shift (6:oo am - 12 Noon)
628P	Afternoon shift (12 Noon - 6:00 pm)
628E	Evening shift (6:00 pm - 12 midnight)
628M	Night shift (12 Midnight - 6:00 am)
629	Public Relations Volunteer
629A	Morning shift (6:oo am - 12 Noon)
629P	Afternoon shift (12 Noon - 6:00 pm)
629E	Evening shift (6:00 pm - 12 midnight)
629M	Night shift (12 Midnight - 6:00 am)
630	PR Volunteer - Hometown News
630A	Morning shift (6:oo am - 12 Noon)
630P	Afternoon shift (12 Noon - 6:00 pm)
630E	Evening shift (6:00 pm - 12 midnight)
630M	Night shift (12 Midnight - 6:00 am)
631	PR Volunteer - Newsletter
631A	Morning shift (6:oo am - 12 Noon)
631P	Afternoon shift (12 Noon - 6:00 pm)
631E	Evening shift (6:00 pm - 12 midnight)
631M	Night shift (12 Midnight - 6:00 am)
632	PR Volunteer - Media
632A	Morning shift (6:oo am - 12 Noon)
632P	Afternoon shift (12 Noon - 6:00 pm)
632E	Evening shift (6:00 pm - 12 midnight)
632M	Night shift (12 Midnight - 6:00 am)
633	Entertainment Volunteer`
633A	Morning shift (6:oo am - 12 Noon)
633P	Afternoon shift (12 Noon - 6:00 pm)
633E	Evening shift (6:00 pm - 12 midnight)
633M	Night shift (12 Midnight - 6:00 am)
634	Event Volunteer - Billiards
634A	Morning shift (6:oo am - 12 Noon)
634P	Afternoon shift (12 Noon - 6:00 pm)
634E	Evening shift (6:00 pm - 12 midnight)
634M	Night shift (12 Midnight - 6:00 am)
635	Event Volunteer - Backgammon

A635	Morning shift (6:oo am - 12 Noon)
635P	Afternoon shift (12 Noon - 6:00 pm)
635E	Evening shift (6:00 pm - 12 midnight)
635M	Night shift (12 Midnight - 6:00 am)
636	Medical Support Volunteer
636A	Morning shift (6:oo am - 12 Noon)
636P	Afternoon shift (12 Noon - 6:00 pm)
636E	Evening shift (6:00 pm - 12 midnight)
636M	Night shift (12 Midnight - 6:00 am)
637	Evaluation Committee Volunteer
637A	Morning shift (6:oo am - 12 Noon)
637P	Afternoon shift (12 Noon - 6:00 pm)
637E	Evening shift (6:00 pm - 12 midnight)
637M	Night shift (12 Midnight - 6:00 am)
638	Chaplain Volunteer
638A	Morning shift (6:oo am - 12 Noon)
638P	Afternoon shift (12 Noon - 6:00 pm)
638E	Evening shift (6:00 pm - 12 midnight)
638M	Night shift (12 Midnight - 6:00 am)
639	Ski Instructors - WSC
639A	Morning shift (6:oo am - 12 Noon)
639P	Afternoon shift (12 Noon - 6:00 pm)
639E	Evening shift (6:00 pm - 12 midnight)
639M	Night shift (12 Midnight - 6:00 am)
640	Team Leader Volunteer
640A	Morning shift (6:oo am - 12 Noon)
640P	Afternoon shift (12 Noon - 6:00 pm)
640E	Evening shift (6:00 pm - 12 midnight)
640M	Night shift (12 Midnight - 6:00 am)
641	Equipment Truck - WSC
641A	Morning shift (6:oo am - 12 Noon)
641P	Afternoon shift (12 Noon - 6:00 pm)
641E	Evening shift (6:00 pm - 12 midnight)
641M	Night shift (12 Midnight - 6:00 am)
642	Aide to Visually Impaired Volunteer
642A	Morning shift (6:oo am - 12 Noon)
642P	Afternoon shift (12 Noon - 6:00 pm)
642E	Evening shift (6:00 pm - 12 midnight)
642M	Night shift (12 Midnight - 6:00 am)
643	Continuing Education - WSC
643A	Morning shift (6:oo am - 12 Noon)
643P	Afternoon shift (12 Noon - 6:00 pm)
643E	Evening shift (6:00 pm - 12 midnight)
643M	Night shift (12 Midnight - 6:00 am)
644	Health Center Volunteer - CAF

644A	Morning shift (6:oo am - 12 Noon)
644P	Afternoon shift (12 Noon - 6:00 pm)
644E	Evening shift (6:00 pm - 12 midnight)
644M	Night shift (12 Midnight - 6:00 am)
645	Fund Raising Volunteer
645A	Morning shift (6:oo am - 12 Noon)
645P	Afternoon shift (12 Noon - 6:00 pm)
645E	Evening shift (6:00 pm - 12 midnight)
645M	Night shift (12 Midnight - 6:00 am)
646	Art Volunteer - CAF
646A	Morning shift (6:oo am - 12 Noon)
646P	Afternoon shift (12 Noon - 6:00 pm)
464E	Evening shift (6:00 pm - 12 midnight)
646M	Night shift (12 Midnight - 6:00 am)
647	Decorating Volunteer - CAF
647A	Morning shift (6:oo am - 12 Noon)
647P	Afternoon shift (12 Noon - 6:00 pm)
647E	Evening shift (6:00 pm - 12 midnight)
647M	Night shift (12 Midnight - 6:00 am)
648	Miscellanous Duty Volunteer
648A	Morning shift (6:oo am - 12 Noon)
648P	Afternoon shift (12 Noon - 6:00 pm)
648E	Evening shift (6:00 pm - 12 midnight)
648M	Night shift (12 Midnight - 6:00 am)
649	Security Volunteer
649A	Morning shift (6:oo am - 12 Noon)
649P	Afternoon shift (12 Noon - 6:00 pm)
649E	Evening shift (6:00 pm - 12 midnight)
649M	Night shift (12 Midnight - 6:00 am)
650	Event Vol - Equestrian
650A	Morning shift (6:oo am - 12 Noon)
650P	Afternoon shift (12 Noon - 6:00 pm)
650E	Evening shift (6:00 pm - 12 midnight)
650M	Night shift (12 Midnight - 6:00 am)
651	Event Vol - Swimming
651A	Morning shift (6:oo am - 12 Noon)
651P	Afternoon shift (12 Noon - 6:00 pm)
651E	Evening shift (6:00 pm - 12 midnight)
651M	Night shift (12 Midnight - 6:00 am)
652	Event Vol - Nineball
652A	Morning shift (6:oo am - 12 Noon)
652P	Afternoon shift (12 Noon - 6:00 pm)
652E	Evening shift (6:00 pm - 12 midnight)
652M	Night shift (12 Midnight - 6:00 am)
653	Event Vol - Motor Rally

653A	Morning shift (6:oo am - 12 Noon)
653P	Afternoon shift (12 Noon - 6:00 pm)
653E	Evening shift (6:00 pm - 12 midnight)
653M	Night shift (12 Midnight - 6:00 am)
654	Event Vol - Weightlifting
654A	Morning shift (6:oo am - 12 Noon)
654P	Afternoon shift (12 Noon - 6:00 pm)
654E	Evening shift (6:00 pm - 12 midnight)
654M	Night shift (12 Midnight - 6:00 am)
655	Communications Volunteer
655A	Morning shift (6:oo am - 12 Noon)
655P	Afternoon shift (12 Noon - 6:00 pm)
655E	Evening shift (6:00 pm - 12 midnight)
655M	Night shift (12 Midnight - 6:00 am)
656	Event Vol - Air Guns
656A	Morning shift (6:oo am - 12 Noon)
656P	Afternoon shift (12 Noon - 6:00 pm)
656E	Evening shift (6:00 pm - 12 midnight)
656M	Night shift (12 Midnight - 6:00 am)
657	Awards Volunteer
657A	Morning shift (6:oo am - 12 Noon)
657P	Afternoon shift (12 Noon - 6:00 pm)
657E	Evening shift (6:00 pm - 12 midnight)
657M	Night shift (12 Midnight - 6:00 am)
658	Event Vol - Quadrugby
658A	Morning shift (6:oo am - 12 Noon)
658P	Afternoon shift (12 Noon - 6:00 pm)
658E	Evening shift (6:00 pm - 12 midnight)
658M	Night shift (12 Midnight - 6:00 am)
659	Event Vol - Slalom
659A	Morning shift (6:oo am - 12 Noon)
659P	Afternoon shift (12 Noon - 6:00 pm)
659E	Evening shift (6:00 pm - 12 midnight)
659M	Night shift (12 Midnight - 6:00 am)
660	Event Vol - Basketball
660A	Morning shift (6:oo am - 12 Noon)
660P	Afternoon shift (12 Noon - 6:00 pm)
660E	Evening shift (6:00 pm - 12 midnight)
660M	Night shift (12 Midnight - 6:00 am)
661	Event Vol - Softball
661A	Morning shift (6:oo am - 12 Noon)
661P	Afternoon shift (12 Noon - 6:00 pm)
661E	Evening shift (6:00 pm - 12 midnight)
661M	Night shift (12 Midnight - 6:00 am)
662	Event Vol - Field Events

662A	Morning shift (6:oo am - 12 Noon)
662P	Afternoon shift (12 Noon - 6:00 pm)
662E	Evening shift (6:00 pm - 12 midnight)
662M	Night shift (12 Midnight - 6:00 am)
663	Event Vol - Archery
663A	Morning shift (6:oo am - 12 Noon)
663P	Afternoon shift (12 Noon - 6:00 pm)
663E	Evening shift (6:00 pm - 12 midnight)
663M	Night shift (12 Midnight - 6:00 am)
664	Event Vol - Tennis
664A	Morning shift (6:oo am - 12 Noon)
664P	Afternoon shift (12 Noon - 6:00 pm)
664E	Evening shift (6:00 pm - 12 midnight)
664M	Night shift (12 Midnight - 6:00 am)
665	Logistics Volunteer
665A	Morning shift (6:oo am - 12 Noon)
665P	Afternoon shift (12 Noon - 6:00 pm)
665E	Evening shift (6:00 pm - 12 midnight)
665M	Night shift (12 Midnight - 6:00 am)
666	Game Room Volunteer
666A	Morning shift (6:oo am - 12 Noon)
666P	Afternoon shift (12 Noon - 6:00 pm)
666E	Evening shift (6:00 pm - 12 midnight)
666M	Night shift (12 Midnight - 6:00 am)
667	Evening Program Volunteer
667A	Morning shift (6:oo am - 12 Noon)
667P	Afternoon shift (12 Noon - 6:00 pm)
667E	Evening shift (6:00 pm - 12 midnight)
667M	Night shift (12 Midnight - 6:00 am)
668	Command Center Volunteer
668A	Morning shift (6:oo am - 12 Noon)
668P	Afternoon shift (12 Noon - 6:00 pm)
668E	Evening shift (6:00 pm - 12 midnight)
668M	Night shift (12 Midnight - 6:00 am)
669	Wheelchair Repair Volunteer
669A	Morning shift (6:oo am - 12 Noon)
669P	Afternoon shift (12 Noon - 6:00 pm)
669E	Evening shift (6:00 pm - 12 midnight)
669M	Night shift (12 Midnight - 6:00 am)
670	Hospitality Volunteer (Airport 2)
670A	Morning shift (6:oo am - 12 Noon)
670P	Afternoon shift (12 Noon - 6:00 pm)
670E	Evening shift (6:00 pm - 12 midnight)
670M	Night shift (12 Midnight - 6:00 am)
671	Baggage Handler Volunteer (Airport 1)

671A   Morning shift (6:oo am - 12 Noon)
671P   Afternoon shift (12 Noon - 6:00 pm)
671E   Evening shift (6:00 pm - 12 midnight)
671M   Night shift (12 Midnight - 6:00 am)
672   Baggage Handler Volunteer (Airport 2)
672A   Morning shift (6:oo am - 12 Noon)
672P   Afternoon shift (12 Noon - 6:00 pm)
672E   Evening shift (6:00 pm - 12 midnight)
672M   Night shift (12 Midnight - 6:00 am)
673   Baggage Handler Volunteer (Hotel)
673A   Morning shift (6:oo am - 12 Noon)
673P   Afternoon shift (12 Noon - 6:00 pm)
673E   Evening shift (6:00 pm - 12 midnight)
673M   Night shift (12 Midnight - 6:00 am)

Glossary

Access/Verify Codes - Codes that uniquely identify the user to the computer system. Contact your Site Manager to be assigned codes. To ensure ADP security, you must keep your codes strictly confidential.

Award Codes - Unique codes that identify a particular Volunteer Award. For example, the code for 50 Hour Youth Award Pin is 00. A complete listing of all codes is maintained in the Voluntary Awards Codes file.

Combination Codes - A three-part code that indicates what organization the volunteer represents, what his work schedule is, and which service he is working for. Ex: 017Q142, where 017 represents the organization, Q a particular work schedule, and 142 a service.

Computed Field - A field whose value is calculated automatically based upon values in other fields. For example, AGE may be derived by the computer taking the current date minus a volunteer's date of birth.

Default - Sometimes you will see a prompt that already has an answer supplied for it. This answer is the most probable response to the prompt and is called a default. To accept a default, simply press the return key. However, you can always change the default by typing in an alternate response. In the example below, YES is a default.

```
            WANT TO CONTINUE?    YES//
```

Field - An individual piece of information within a record such as a name, address, or date of birth. Collections of fields make up a record.

File - A collection of records that are all related by some common subject. For example, the Voluntary Master file contains records concerning medical center volunteers.

Multiple Field - A single field can sometimes contain more than one value. This special kind of field is called a multiple field. For example, the Combination Code field for volunteers is a multiple field since a volunteer can have more than one code.

Null Response - Sometimes indicated by double quotes(" "), it simply means to enter nothing. You can sometimes bypass a prompt or enter a null response by pressing the return key.

Occasional Volunteer - One-time volunteers who are not registered in the Master file. Their total hours worked are credited to the organization they represent.

Organization Code - A unique three-digit code that identifies a particular organization. For example, the code that represents the DAV is 017. These codes are contained in the Organization Code file.

Prompt - A prompt is a question displayed on the screen by the computer. The user responds to the prompt by entering information.

Pseudo Social Security Number - Some volunteers may not have, or not want to give you, their SSN. However, there are guidelines contained in this manual (See page 26) for creating a Voluntary Service SSN so that data can be transmitted correctly to the Austin AC.

Record - A collection of fields or pieces of information about a specific person or entry in a file. The time card for our fictional volunteer, Harriet Smith, might be a single record in the Time Card file.

Security Key - Many packages have what are called security keys to "lock" certain menu options. If a user does not hold the key, he cannot see any menu options that are associated with that key. Usually the Site Manager allocates keys to users.

Uneditable Field - Special fields containing very critical data are sometimes marked as uneditable. This means that the data usually cannot be changed by an ordinary user. Only IRM personnel or a user holding a special security key can change the data.

VA FileMan - A database management program written in the MUMPS programming language. Allows for the creation, editing, and maintenance of a system of files. FileMan was developed by the Department of Veterans Affairs and is used extensively by the VISTA Volunteer Management package.

Volunteer - A very special person who devotes their time and energy to making the Department of Veterans Affairs Medical Centers, and the world, a better place to live and work.

VISTA Transmission Check List
Time Cards (06)

Check off each step as you complete it.

If you do not receive a printout at each of the steps indicated below, **<u>STOP!</u>** Something is wrong with the transmission process.

1. ___ All volunteer hours have been input into the program for the past month.

2. ___ Do Roll up.

   ___ Roll up printout completed. If **NO**, contact **IRM** Service immediately.

3. ___ Roll up printout checked for errors or needed changes.

4. ___ Print Transmission Preparation Listing.

   ___ Transmission Preparation Listing printout completed.
If **NO**, contact **IRM** immediately.

5. ___ Transmission Preparation Listing printout checked for needed additions, deletions, and corrections.

6. ___ Transmit time cards.

   ___ Transmission printout completed. If **NO**, contact **IRM** immediately.

7. ___ MailMan messages received in mail basket listing ALL messages sent.

8. ___ Confirmation messages received from the Austin AC.
One confirmation message for each mail message sent.

   ___ Message numbers match on confirmation messages and mail messages.
If **NO**, contact **IRM** immediately.

VISTA Transmission Check List
Occasional Hours (07)

Check off each step as you complete it.

If you do not receive a printout at each of the steps indicated, **STOP!** Something is wrong with the transmission process.

1.___   All occasional hours have been input into the program for the last month.

2. ___   Print Occasional Time Sheet Preparation List.

___   Preparation List printout complete. If **NO**, contact **IRM** immediately.

3. ___   Printout checked for errors and errors corrected.

4. ___   Transmit Occasional Time Sheet.

___   Transmission printout completed. If NO, contact IRM immediately.

5. ___   MailMan messages received in mail basket listing ALL occasional time sheets sent to the Austin AC. If **NO**, contact **IRM** immediately.

6. ___   Confirmation messages received from the Austin AC.
One confirmation message for each mail message sent.

___   Message numbers match on confirmation messages and mail messages. If **NO**, contact **IRM** immediately.

VISTA Transmission Check List
Master Record Changes

Check off each step as you complete it.

If each step does not function as indicated, ST**OP!** Something is wrong with the transmission process. Contact your IRM immediately.

1. ___ All Master Record Changes have been made.

2. ___ All changes have been marked for transmission.

3. ___ Check "View Pending Master Record Updates." Recommend printing this report and adding it to your monthly set of printouts

4. ___ Transmit Master Record Changes.

5. ___ MailMan messages received in mail basket, listing all records transmitted to the Austin Automation Center.

6. ___ Confirmation messages received from the Austin AC.
One confirmation message for each mail message sent.

7. ___ Message numbers match on confirmation messages and mail messages.

Organization Codes

CODE	ORGANIZATION NAME	ABBR.	INACTIVE IN AUSTIN
001	American Gold Star Mothers	AGSM	No
002	American Legion	AMLE	No
003	American Legion Auxiliary	AMLX	No
004	American National Red Cross	ANRC	No
005	American Veterans Committee	AMVC	No
006	AMVETS	AMVT	No
007	AMVETS Auxiliary	AMVX	No
008	American War Mothers	AMWM	No
009	American Womans Volunteer Services	AMVS	No
010	Benevolent & Protective Order of Elks	ELKS	No
011	B'nai B'rith	BNBR	No
012	Jewish Women International	JWIN	No
013	Catholic War Veterans	CWVE	No
014	Catholic War Veterans Ladies Auxiliary	CWVX	No
015	Nat. Soc. Daughter/American Revolution	DOAR	No
016	Daugh. Union Veterans of Civil War	DOUV	No
017	Disabled American Veterans	DAVE	No
018	Disabled American Veterans Auxiliary	DAVX	No
019	Gen. Fe. of Women Clubs	GFWC	No
020	Imp. Ben & Prot Ord. of Elks, World	IELK	No
021	Jewish War Vets of USA	JWVA	No
022	Jewish War Vets Auxiliary	JWVX	No
023	Marine Corps League	MACL	No
024	Marine Corps League Auxiliary	MCLX	No
025	Masonic Service Association, USA	MSAA	No
026	Military Order of the Cootie	COOT	No
027	Military Order of the Cootie Auxiliary	COOX	No
028	Military Order of the Purple Heart	MOPH	No
029	Ladies Aux, MOPH	LAPH	No
030	Archdiocese for the Military Service	AMSU	No
031	Mat. Fed. of Music Clubs	NFMC	No
032	Nat. Jewish Welfare Board	NJWB	No
034	National Service Star Legion	NSSL	No
035	National Women Relief Corps	NWRC	No
036	Navy Mothers' Club	NMCA	No
037	Polish Legion, Ladies Auxiliary	PLAX	No
038	The Salvation Army	SAAR	No
039	Supreme Cootiette Club	SCCU	No
040	United Spanish War Veterans	USWV	No

041	Spanish War Veterans Auxiliary	SWVX	No
042	United Voluntary Service	UNVS	No
043	Veterans of Foreign Wars	VFWA	No
044	Veterans of Foreign Wars Auxiliary	VFWX	No
045	Veterans of WWI, USA	WWIV	No
046	Veterans of WWI, USA Auxiliary	WWIX	No
057	American War Dads	AMWD	No
058	American War Dads, Auxiliary	AWDA	No
059	Blue Star Mothers	BLSM	No
060	Fleet Reserve Auxiliary	FLRX	No
061	Forty & Eight	FOEI	No
062	Military Order of Lady Bugs	MOLB	No
063	Mothers of WWII	WWII	No
064	Order of Eastern Star	ODES	No
065	Polish Legion of American Veterans	PLAV	No
066	US Army Mothers	USAM	No
067	WAC - Veterans Association	WACV	No
078	Unaffiliated Volunteer	UNAF	No
079	Air Force Mothers Club	AFMC	No
080	Altrusa Club	ALTR	No
081	American Association of Retired Persons	AARP	No
082	Alcoholics Anonymous	ALAN	No
083	Allied Council Veterans Organization	ACVO	Yes
084	American Camp & Hospital Service	ACHS	No
085	American Overseas Association	AMOA	No
086	American Federation of Musicians	AFOM	Yes
087	American Association of Women	AAOW	No
088	Anc. Mystic Order, Sahar	AMOS	Yes
089	Army-Navy Union	ANUN	No
090	Army-Navy Union Auxiliary	ANUX	No
091	Bell Telephone Company	BTEL	No
092	Biloxi Recreation Ctr.	BIRC	Yes
093	Blinded Veterans Association	BLVA	No
094	B'nai Israel Sisterhood	BISI	No
095	Board of Education	BOED	No
096	Boy Scouts of America	BSOA	No
097	Bus. & Prof. Business Womens Clubs	BPWC	No
098	Campfire Youth	CFGI	No
099	Catholic Daughters	CDOA	No
100	Catholic Youth Organization	CYOR	Yes
101	Candy Stripers	CAST	Yes
102	Center for Voluntary Action	CFVA	No
103	Charlotte Baruth Association	CBAS	Yes
104	Chinar Grotto	CHGR	Yes
105	Comm. Welfare Planning	COWP	Yes

106	Communications Corps	CCUS	No
107	Colonial Dames	CDCE	No
108	Crise Club	CRCL	Yes
109	Colleges	COLL	No
110	Dads of Foreign Service	DFSV	No
111	Daughters of Isis	ISIS	No
112	Daughters, Colonial Dames	DOCD	No
113	Daughters of the Faith	DOTF	Yes
114	Daughters of the American Colonists	DOAC	No
115	Daughters of 98	DONE	No
116	Daughters of Penelope	DOPE	No
117	Daughters of Isabella	DOIS	No
118	Defense Personnel Supply Center	DPSC	No
119	Degree of Honor	DEOH	No
120	Degree of Pocahontas	DEOP	No
121	Dessert Vocaliers	DESS	Yes
122	Eagles	EAGL	No
123	Eagles Auxiliary	EAGX	No
124	Elks Does (BPOE Does)	ELKD	No
126	Emblem Clubs	EMCL	No
127	Exchange Club	EXCL	No
128	Farm Bureau	FABU	No
129	Fathers Auxiliary to the VFW	FATV	No
130	Fed. of all Veterans	FOAV	Yes
131	Fleet Reserve Association	FLRA	No
132	Fifty-Two Association	FTAS	No
133	Association Auxiliary	ASAX	Yes
134	4-H Clubs	FOUR	No
135	Franco-American War Vets	FAHV	No
136	Fred Wiesen Phil. Group	FWPG	Yes
137	Fraternities	FRAT	No
138	Girl Scouts of America	GSOA	No
139	Gold Star Mothers	GOSM	No
140	Gold Star Utd, American Dads	AGSD	Yes
141	Gold Star Wives, Amer.	GSWA	No
142	Grand Army of the Republic	AGIR	Yes
143	Garden Clubs (Local)	FOGC	No
144	Federation of Garden Clubs	LOGC	No
145	Honor Society Women Legion	HSWL	No
146	Hammond Organ Society	HAOS	Yes
147	ITEX Corporation	ITEX	Yes
148	Improved BPOE (Elks) Auxiliary	IBPX	No
149	Italian-American War Veterans	IAWW	No
150	Italian-American War Veterans Auxiliary	IAVX	No
151	Jack and Jill of America	JAJA	No

152	Jaycettes	JAYC	No
153	Joyce Kilmer Kanteen	JOKK	Yes
154	Junior Leagues	JRLE	No
155	Key Clubs	KEYC	No
156	Knights of Columbus	KOFC	No
157	Knights of Pythias	KOFP	No
158	Ladies , Grand Army of the Republic	LGAR	No
159	La Societe of Femme	LSOF	No
160	Legion of Honor	LEOH	No
161	Lions Club	LION	No
162	Loyal Order of the Moose	LOOM	No
163	Moose, Auxiliary	LOMX	No
164	Urban Leagues	URLE	No
165	Marine Corps Reserve	MACR	No
166	Masons	MASO	No
167	Military Order of the Louse	MOTL	No
168	Mothers of Marines	MOMS	No
169	Happy Gang	HAPP	Yes
170	29th Division Association	DIVI	No
171	Veterans Club	VECL	No
172	NCO Association	NCOA	No
173	Goodwill Club, Inc.	GOCI	Yes
174	Society of the 28th Division	SODI	No
175	Dunbar Volunteers	DUNB	No
176	Yankee Division	YANK	No
178	65th Infantry Ret. Association	INRA	No
179	National Health Association	NAHA	Yes
180	National Federation of Temple Sisterhood	NFTS	Yes
181	N.A.A.C.P.	NACP	No
182	National Letter Carriers Auxiliary	LCAX	Yes
183	N. Amer. Benefit Association	NABA	Yes
184	National Secretaries Association	NASA	Yes
185	National Coun./Negro Women	NCNW	No
186	Native Sons/Golden W.	NSGW	No
187	Navy Club of the USA	NACA	No
188	Navy Club, Auxiliary	NACX	No
189	Navy League	NALE	Yes
190	Oddfellows	ODDF	No
191	Off. of Veterans Affairs	OOVA	Yes
192	Old Guard	OLGU	Yes
193	Order of Rebekah	ORRE	No
194	Paralyzed Veterans of America	PAVA	No
195	Paralyzed Veterans Auxiliary	PAVX	Yes
196	Pen. Xmas Comm. Hosp/Vet	PCCH	Yes
197	Philadelphia USAAC	PLUS	Yes

198	Pythian Sisters	PHSI	No
199	Quota Clubs	QUOT	No
200	Rainbow Division Vets	RADV	No
201	Rainbow Division Association	RADA	No
202	Royal Canadian Legion Auxiliary	RCLA	No
203	Royal Neighbors, Amer.	RNOA	No
204	Rotary Clubs	ROTC	No
205	Reserve Officers Association (Ladies)	ROAA	Yes
206	Roanoke Area TB Association	ROTB	No
207	Florist Associations	FLAS	No
208	Retired Officers Association	REDA	No
209	Retired Federal Service Employees	RFSE	No
210	Woman's Missionary Society	WOMS	Yes
211	Church Women United	CHWU	No
212	Christ. Coun., Atlanta	CCMA	Yes
213	James 18, Presb. Church	JIPC	No
214	Women's Association for Christ	WSCS	No
215	Federation of Lutheran Women	FOLW	Yes
216	Reogranized Latter Day Saints	RLDS	No
217	Coun. Prot.	CPCW	Yes
218	Minsterial Alliance	MIAL	No
220	Methodist Youth Clubs	MEYC	No
221	Jewish Community Clubs	JECL	Yes
222	Lutheran Mission Auxiliary	LUMA	No
223	Coun. of Jewish Women	COJW	No
224	Jewish Armed Svcs Com.	JASC	No
225	Cane Creek Baptist Association	CCBA	No
226	Lutheran Men's Association	LUME	No
227	Episcopal Diocese SW. VA.	EDSV	Yes
228	St. John's Lutheran Church	SJLC	Yes
229	Jewish Community Center	JECC	Yes
230	St. Mark's Episcopal Church	SMEC	Yes
231	St. Paul's 1st Lutheran Church	SPFL	Yes
232	Cumberland Prest. Ch.	CUPC	Yes
233	LA. Baptist Conv. Dist.	LBCD	Yes
234	Temple Church Women	TECW	Yes
235	St. Mark's Baptist Church	SMBC	Yes
236	Beverly Hills Baptist Church	BHBC	No
237	Westminister Prest. Church	WEPC	No
238	Derby Church of Christ	DCOC	Yes
239	Milwaukee Archdiocese Council	MIAC	No
240	National Council of Catholic Women	NCCW	No
241	Wichita Council of Churchs	WCOC	Yes
242	Second Division Association	SIHD	No
243	Sons of Union Vets/Auxiliary	SVCW	No

244	Stellar Lunar Found	STEE	Yes
245	Submarine Vets fo WW2	SVWW	No
246	Subs. Vets. WWII, Auxiliary	SVWX	No
247	Grandmothers Club	GRAN	Yes
248	National Federation of Grandmothers	GRNF	No
249	Senior Citizens Clubs	SECC	No
250	Telephone Pioneers	TELE	No
251	Tri-State Entertainment	TSEC	No
252	TB & Respiratory Disease	TBRE	Yes
253	United American Veterans Auxiliary	UAVA	Yes
254	UTD daughters, Confed.	UDOC	No
255	U.S.O.	USOS	No
256	USMC & Naval Reserves	USMN	Yes
257	United Veterans Association Auxiliary	UVAA	No
258	United Veterans Association	UNVA	No
259	Teamsters Unions	TEAM	No
260	United Auto Workers	AUTO	No
261	AFL-CIO	AFLC	No
262	AFGE Lodge	AFGE	Yes
263	Inter. Assoc. Machinists	IAOM	Yes
264	VHR & Guild	VHRI	No
265	Veterans Service League	VESO	Yes
266	Veterans Service Organization	VESO	Yes
267	Veterans Association	VEAS	No
268	Volunteer Bureau	VOLB	No
269	Vol. & Info. Agency	VOIA	No
270	Walmer, Inc	WALM	Yes
271	Local Women's Clubs	LOWC	No
272	Y.W.C.A.	YWCA	No
274	Air Forc Sergeants Association	AFSA	No
275	Air Forc Sergeants Association Auxiliary	AFSX	No
276	Kiwanis International	KIWI	No
277	Retired Senior Volunteer Program	RSVP	No
278	Help Hospitalized Veterans	HTHV	No
279	American Ex-Prisoners of War	XPOW	No
280	Pilot Club International	PICL	No
281	Women Marines Association	WMAS	No
282	Vietnam Veterans of America	VVOA	No
283	Pearl Harbor Survivors Association	PHSA	No
284	Air Force Association	AFCA	No
286	National Society of Sons of American. Revolution.	SOAR	No
301	Senior Companion Program	SCPO	No
303	Sons of the American Legion	SOAL	No
305	Destroyer Escort Sailors Association	DESA	No

307	United Ostomy Association	TUOA	No
309	The Holiday Project	THPP	No
311	Under 30 Volunteer Project	COOR	No
313	HVWP - Veteran's Voices	HVWP	No
315	BVL Fund	BVLF	No
317	Korean War Veterans Association	KWVA	No
318	Korean War Veterans Auxiliary	KWVX	No
319	WAVES National	WAVE	No
320	Gay, Lesbian & Bisexual Vets of Amer.	GLBV	No
321	United Students for Veterans' Health	USVH	No
322	Sons of AMVETS	SOAV	No
323	Comm. Workers of Amer.	CWOA	No
324	PT Phone Home	PTPH	No
325	Rolling Thunder, Inc.	RLTH	No
400	Youth Volunteers	YVOL	No

Service Assignment Codes

CODE	USING SERVICE/SUBDIVISIONS	ABBREVIATION
000	Office of the Director	ODIR
000T	Office of the Director - Comm.. Service	ODIR(T)
004	Fiscal Service	FISC
004T	Fiscal Service - Comm.. Service	FISC(T)
005	Human Resources Management Service	HRMS
005T	Human Resources Mgmt. Serv. - Comm.. Serv.	HRMS(T)
011	Office of Chief of Staff	OCOS
011C	Recreation Therapy Section	OCOS(C)
011T	Recreation Therapy Section - Comm.. Service	OCOS(T)
041	Cemetery Service	CEMM
100	Information Resource Management Service	IRMS
100T	IRM - Community Service	IRM(T)
108	Chaplain Service	CHAP
108E	Chaplain Service Escort	CHAP(E)
108T	Chaplain Service - Community Service	CHAP(T)
111	Medical Service	MEDS
111T	Medical Service - Community Service	MEDS(T)
112	Surgical Service	SURG
112T	Surgical Service - Community Service	SURG(T)
113	Pathology & Laboratory Medicine Service	PLMS
113T	Path. & Lab. Med. Service - Community Service	PLMS(T)
114	Radiology Service	XRAY
114T	Radiology Service - Community Service	XRAY(T)
115	Nuclear Medicine Service	NUCL
115T	Nuclear Med. Service - Community Service	NUCL(T)
116	Psychiatry Service	NPSV
116T	Psychiatry Service - Community Service	NPSV(T)
116V	Veterans Outreach Center	NPSV(V)
117	Physical Medicine & Rehabilitation Service	PMRS
117A	Corrective Therapy	ORMS(A)
117B	Physiotherapy	ORMS(B)
117D	Manual Arts Therapy	ORMS(D)
117E	Educational Therapy	ORMS(E)
117F	Occupational Therapy	ORMS(F)
117T	Physical Med. & Rehab. Serv.- Comm. Serv	ORMS(T)
118	Nursing Service	NURS
118E	Nursing - Escort	NESC
118H	Nursing Home Care Unit	NHCU
118T	Nursing Service - Community Service	NURS(T)

119	Pharmacy Service	PHAR
119T	Pharmacy Service - Community Service	PHAR(T)
120	Dietetic Service	DIET
120T	Dietetic Service - Community Service	DIET(T)
121	Prostetics & Sensory Aids Service	PROS
121T	Prost. & Sens. Aids Serv. - Community Service	PROS(T)
122	Social Work Service	OSWS
122S	Senior Companions	SCPG
122T	Social Work Service - Community Service	OSWS(T)
123	Optometry Service	OPTO
123T	Optometry Service - Community Service	OPTO(T)
126	Audiology & Speech Pathology Service	ASPS
126T	A&S - Community Service	ASPS(T)
127	Neurology Service	NEUR
127T	Neurology Service - Community Service	NEUR(T)
128	Spinal Cord Injury Service	SCIS
128T	Spinal Cord Injury Service - Community Service	SCIS(T)
129	Podiatry Service	PODT
129T	Podiatry Service - Community Service	PODT(T)
132	Recreation Therapy Service	RECS
132T	Recreation Therapy Service - Community Serv.	RECS(T)
133	Canteen Service	CANT
133T	Canteen Service - Community Service	CANT(T)
134	Acquistion & Materiel Management Service	AMMS
134B	A&MMS - Material Management	AMMS(B)
134C	A&MMS - Acquisition Section	AMMS(C)
134D	A&MMS - Warehouse	AMMS(D)
134E	A&MMS - SPD	AMMS(E)
134T	Acquistion & Materiel Mgmt Serv. - Comm. Ser.	AMMS(T)
135	Voluntary Service	VAVS
135A	VAVS Committee Meeting	VAVS(A)
135B	Voluntary Service - Office Assistance	VAVS(B)
135E	Voluntary Service - Escort	VAVS(E)
135M	VAVS Committee Assignments	VAVS(M)
135R	Voluntary Service - Diversional Activities	VAVS(R)
135T	Voluntary Service - Community Service	VAVS(T)
136	Medical Administration Service	MADS
136A	MAS - Ambulatory Care	MADS(A)
136B	MAS -- Office Operations	MADS(B)
136C	MAS - Ward/Record Support	MADS(C)
136D	MAS - Medical Information Section	MADS(D)
136F	MAS - Fee Basis	MADS(F)
136T	MAS - Community Service	MADS(T)
137	Environmental Management Service	OEMS
137T	Environmental Mgmt Serv. - Comm. Service	OEMS(T)

138	Engineering Service	ENGR
138T	Engineering Service - Community Service	ENGR(T)
139	Security Service	SECR
139T	Security Service - Community Service	SECR(T)
142	Library Service	LIBR
142T	Library Service - Community Service	LIBR(T)
143	Medical Illustration Service	MDIL
143T	Medical Illustration Service - Comm. Service	MDIL(T)
151	Research Service	RESE
151T	Research Service - Community Service	RESE
160	Dental Service	DENT
160T	Dental Service - Community Service	DENT(T)
170	Outpatient Service	OPSV
170T	Outpatient Service - Community Service	OPSV(T)
181	Domiciliary Service	DOMS
182	GRECC	GREC
190	Psychology Service	PSYC
190T	Psychology Service - Community Service	PSYC(T)
199	Hospice	HOSP
200	Veterans Benefits	DVBR
250	Extended Care	EXTC
250A	Adult Day Care	ALDC
250D	Day Hospital	DAHS
250H	Hospital Based Home Care	HBHC
260	Mobile Health Care	MOHC
500T	DAV Transportation Network	VADA(T)
771	Regional Office, Region 1	REOF
772	Regional Office, Region 2	REOF
773	Regional Office, Region 3	REOF
774	Regional Office, Region 4	REOF
775	Regional Office, Region 5	REOF
776	Regional Office, Region 6	REOF
777	Regional Office, Region 7	REOF

Scheduled Workday Codes

CODE	DAYS	APPEARS AS
M	Monday	M
G	Monday, Tuesday	MT
O	Monday, Tuesday, Wednesday	MTW
Z	Monday, Tuesday, Wednesday, Thursday	MTWTH
5	Monday, Tuesday, Wednesday, Thursday, Friday	MTWTHF
R	Monday, Tuesday, Thursday	MTTH
8	Monday, Tuesday, Thursday, Friday	MTTHF
S	Monday, Tuesday, Friday	MTF
H	Monday, Wednesday	MW
D	Monday, Wednesday, Thursday	MWTH
7	Monday, Wednesday, Thursday, Friday	MWTHF
U	Monday, Wednesday, Friday	MWF
I	Monday, Thursday	MTH
V	Monday, Thursday Friday	MTHF
J	Monday, Friday	MF
9	Monday, Tuesday, Wednesday, Friday	MTWF
T	Tuesday	T
K	Tuesday, Wednesday	TW
E	Tuesday, Wednesday, Thursday	TWTH
6	Tuesday, Wednesday, Thursday, Friday	TWTHF
4	Tuesday, Wednesday, Friday	TWF
L	Tuesday, Thursday	TTH
3	Tuesday, Thursday, Friday	TTHF
B	Tuesday, Friday	TF
W	Wednesday	W
N	Wednesday, Thursday	WTH
Y	Wednesday, Thursday, Friday	WTHF
0	Wednesday, Friday	WF
X	Thursday	TH
C	Thursday, Friday	THF
F	Friday	F
&	Friday, Saturday	FS
*	Monday, Thursday, Saturday	MTHS
+	Tuesday, Thursday, Saturday	TTHS
%	Tuesday, Saturday	TS
#	Monday, Wednesday, Saturday	MWS
/	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	MTWTHFS
P	Saturday	S
2	Saturday, Sunday	SSU
A	Sunday	SU
Q	Rotating Days	Rotate
1	Inactive Combination	Inactive

Award Codes

CODE	NAME	REQUIRED HOURS
00	50 Hour Youth Award, Yellow Rocker Pin	50
02	100 Hour Award, White Rocker Pin	100
03	150 Hour Youth Award, Yellow Rocker Pin	150
04	300 Hour Award, White Rocker Pin	300
05	300 Hour Youth Award, Yellow Rocker Pin	300
06	500 Hour Award, White Rocker Pin	500
07	750 Hour Award, White Rocker Pin	750
08	1,000 Hour Award, White Rocker Pin	1,000
12	1,750 Hour Award, Red Rocker Pin	1,750
14	2,500 Hour Award, Red Rocker Pin	2,500
15	3,750 Hour Award, Red Rocker Pin	3,750
16	5,000 Hour Award, Red Rocker Pin	5,000
17	6,250 Hour Award, Green Rocker Pin	6,250
18	Dedicated Service Award Plaque and Pin	7,500
19	8,750 Hour Award Plaque and Pin	8,750
20	Silver Bowl Honor Award and Pin	10,000
21	12,500 Hour Award, Blue Rocker Pin	12,500
22	Exceptional Honor Medallion Award and Pin	15,000
23	17,500 Hour Award, Blue Rocker Pin	17,500
24	James H. Parke Achievement Silver Tray and Pin	20,000
25	22,500 Mantel Clock and Pin	22,500
26	25,000 Hour Award	25,000
27	27,500 Hour Award	27,500
28	30,000 Hour Award	30,000
29	32,500 Hour Award	32,500
30	35,000 Hour Award	35,000
31	37,500 Hour Award	37,500
32	40,000 Hour Award	40,000
33	42,500 Hour Award	42,500
34	45,000 Hour Award	45,000
35	47,500 Hour Award	47,500
36	50,000 Hour Award	50,000
50	Secretary's Award	0

Error Message Codes

CODE   MESSAGE TEXT

01 Invalid Transaction Type Code - **This is no longer an active code.**
02 Invalid Medical Center Number - **This is no longer an active code.**
03 Invalid Social Security Number
04 Street Address Not Left Justified
05 City Not Left Justified
06 Invalid State Code - **This is no longer an active code.**
07 Invalid ZIP Code
08 Invalid Sex Code - **This is no longer an active code.**
09 Invalid Birth Date
10 Invalid Entry Date
11 Invalid Termination Date
12 Invalid First or Fourth Combination
13 Invalid Second or Fifth Combination
14 Invalid Third or Sixth Combination
15 Invalid Years of Service
16 Invalid Total Cumulative Hours
17 Invalid Last Award Hours
18 Invalid Last Award Mo/Yr
19 Last Name Not Left Justified
20 First Name Not Left Justified
21 Invalid Hospital Use Only Code - **This is no longer an active code.**
22 Invalid Month
23 Invalid Year
24 Invalid Date Blocks
25 Invalid Number in Group
26 Invalid Total Hours
27 Invalid Date
28 Birth Date Not Consistent With Sex Code - **This is no longer an active code.**
29 Incomplete Combination
30 Invalid or Missing 01-02 Combination
31 Invalid or Missing 01-02-05 Combination
32 Duplicate Transactions
33 Duplicate Combinations
34 Days in Month Exceeded - **This is no longer an active code.**
35 Organization-Schedule-Service Codes Invalid
36 Organization And/Or Service Code Invalid
37 Duplicate Timecard
40 Invalid Deletion Record - No matching master record - **This is no longer an active code.**

41 Invalid Transaction Type 01 Record - A master record has already been   established for this social security number

42 **#42 IS NOT A REJECTION CODE.** Zip code not consistent with Austin zip code table. Check accuracy of zip code and correct.

43 Invalid Transaction Type 02 Record - Master record has already been   established for this social security number

44 Reserved

45 Invalid Transaction Type 05 Record - Master record has already been established for this social security number

46 Invalid Transaction Type 03 Record - No matching master record

47 Invalid Transaction Type 03 Record - The master record for this social   security number has been terminated

48 Invalid Transaction Type 03 Record - The master record for this social   security number is already active

49 Invalid Transaction Type 04 Record - No matching master record

50 Invalid Transaction Type 04 Record - The master record for this social   security number has been terminated

51 Invalid Transaction Type 10 Record - No matching master record

52 Invalid Transaction Type 10 Record - The master record for this social   security number has been terminated

53 Invalid Transaction Type 08 - No matching master record - **This is no longer an active code.**

54 Invalid Transaction Type 08 Record - The master record for this social   security number has been terminated - **This is no longer an active code.**

55 Invalid Transaction Type 11 Record - No matching master record - **This is no longer an active code.**

56 Invalid Transaction Type 11 Record - The master record for this social   security number has been terminated - **This is no longer an active code.**

57 Invalid Transaction Type 06 Record - No matching master record

58 Invalid Transaction type 06 Record - The matching master record for this social security number has been terminated

59 Invalid Transaction Type 06 Record - No matching organization/assignment combination on the master record

60 Duplicate - combination already in master file

61 The month to be back dated is more than 12 months old

62 Volunteer's cumulative hours do not qualify for this award

63 Master record already contains six combinations. - **This is no longer an active code.**

64 This transaction deletes all the combinations in the master record. - **This is no longer an active code.**

65 This transaction is not compatible with the other transactions for this social   security number. - **This is no longer an active code.**

Volunteer Management Package Menus

Appendices

Daily Timekeeping Menu
  Post Volunteer Hours Menu
    Single Day Postings
    Multiple Postings for One Volunteer
  Edit Daily Timekeeping Activity
  Remove Single Daily Time Activity Record
  View Daily Entries
  Delete All Daily Entries THRU One Month
  Occasional Volunteer Timekeeping Master Menu
    Post Occasional Volunteer Time Sheet Entry
    Edit Occasional Volunteer Time Sheet Entry
    Delete A Single Time Sheet Entry
    Purge Occasional Time Sheet Entries
Master File Maintenance Menu
  Register/Edit Volunteer in Master File
  Volunteer Name Edit
  Add/Edit Combinations
  Delete A Combinations
  Edit Austin Award/Hours Information
  Mark Master Record For Transmission To Austin
  Unmark Master Record For Transmission
  Master Record Display/Print
  Boy/Girl - Male/Female Automatic Update
  Print Volunteer Address Labels
  Telephone List of Volunteers
  View Pending Master Record Updates
Time Card Maintenance Menu
  Create Time Card
  Edit Time Card
  Merge Two Time Cards
  Suspend Transmission Of Time Card
  Release Suspended Time Card
  Delete Suspended Time Card
  Award Code Menu
    Award Code To Single Time Card
    Loop Thru Time Cards For One Month
  Backdate Menu
    Backdate A Single Time Card
    Loop And Backdate All Cards For One Month
Transmission Menu
  Preparation Activities Menu
    Scan for >26 Daily Entries
    Roll Up Daily Record Hours
    Print Transmission Preparation Listing (PT)
    Print Occasional Time Sheet Preparation List (PO)
    Mark Time Card For Re transmission (MT)
    Mark Occasional Time Sheet For Retrans (MO)
  Transmission Activities Menu
    Time Card Transmission (06's)
    Occasional Hours Time Sheet Transmission (07's)
    Master Record Changes Transmission (88's)
Auto Log-in Management Menu
  Start Volunteer Log-in Program
  Halt Volunteer Log-in Program
  Transfer Time To Daily Time File
  List of Volunteers Who are Logged In

Reports Menu
  Timekeeping Reports Menu
    Detailed Organization Listing
    Service Detail Listing (SD)
    Organization Summary Report
    Service Summary Report (SS)
    Individual Organization Detail Listing
    Award Verification List
    Print Selected Service Detail Listing
    Weekly Work Summary for Voluntary Service
    Selected Organizations (Condensed Output) (SO)
    Condensed Organization Detail (ALL ORGS) (CO)
    Sign-In Code List
  Occasional Hours Reports Menu
    Time Sheet Listing - by Date
    Organization Report
    Service Report
    Selected Organizations Print
  Veterans Games Reports Menu
    Daily Work Schedule Report
    Master Registration List
    Service Assignment Schedule
    Shirt Issue Listing
    Sign-In Roster
User Utility File Maintenance Menu (Locked)
  Award Codes Add/Edit (AC)
  Add/Edit Site Parameters (AE)
  Service Assignment Add/Edit (SA)
  Schedule Workdays Add/Edit (SW)
  Label Configuration Edit
  Organization Codes Add/Edit
Meal List Management Menu (Locked)
  Add Volunteer to Meal List
  Delete Meal List Entry for TODAY
  Generate Canteen Meal Form
  Print/Display Meal List
  Purge Old Meal Ticket/List Entries
Voluntary Service Directory
  User Selectable Print of Directory
  Directory Labels
  Listing of Chiefs or Equivalent
  Programs Supervised
  Selected Station Information
  Edit Directory Information
  View Single Station Information
National Officials File Menu
  National Officials File Menu
    All National Representatives ...
      Affiliated Organizations Only
      All National Representatives
    Certifying Officials (Individual)
    Individual National Representatives
    Persons to Receive Minutes
    Representatives by AJR Month (Affiliated)
  Record Inquiry/Print Menu
    Certifying Officials Listing
    National Representatives Listing Menu ...
      All Organizations
      By AJR Month
      List Affiliated Organizations
    View/Print Individual Record